



BOARD OF COMMISSIONERS

1 S. Main St., 9th Floor
Mount Clemens, Michigan 48043
586-469-5125 FAX 586-469-5993
macombcountymi.gov/boardofcommissioners

PERSONNEL COMMITTEE

MONDAY, FEBRUARY 23, 2009

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Adoption of Agenda, **AS AMENDED, TO INCLUDE #7A, 9A, 9B, 12C & D AND AMENDED RESOLUTION SHEET FOR #7**
4. Approval of Minutes dated 10-6, 11-17 and 12-9-08 (previously distributed)
5. Public Participation
6. Recognition of Recent Retirees (mailed)
7. Reconfirmation of Vacancies (amended resolution sheet is attached) (mailed)
- 7a. Information on Vacant Budgeted Position Reporting by Martha T. Berry (attached)
8. Update on the Health Care Eligibility Audit (mailed)
9. Title Change Only for One Vacant Account Clerk, Senior, to Data Entry Clerk in Friend of the Court and Reconfirm Vacancy (mailed)
- 9a. Addition of Seven Full-Time Positions in Community Services Agency as a Result of Economic Recovery and Reinvestment Act of 2009 (attached)
- 9b. Report from Gabriel, Roeder, Smith & Company (attached)
10. Recommendation from 2-5-09 Public Services Committee Meeting: Personnel Requests for Veterans Services Department (mailed)
11. Executive Session to Discuss Labor Negotiations

MACOMB COUNTY BOARD OF COMMISSIONERS

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Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
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Kathy Tocco
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Jeffery S. Sprys - District 26

**PERSONNEL COMMITTEE
AGENDA
FEBRUARY 23, 2009**

PAGE TWO

12. Ratification of Three Year Labor Agreements (1-1-08 thru 12-31-10):
 - a) AFSCME (mailed)
 - b) Teamsters Local #214 – Court Reporters (mailed)
 - c) UAW Locals 412 – Units 39, 49, 55, 75 and 95 and Local 889 (attached)
 - d) Macomb County Senior Service Employees Association (attached)
13. Changes for Non-Union Employees, Effective 3-1-09 (mailed)
14. New Business
15. Public Participation
16. Adjournment



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas Fouty, Program Director, Personnel Services
Human Resources

DATE: February 10, 2009

RE: Recognition of Recent Retirees

The following employees have applied for retirement and have been invited to attend the February 23, 2009, Personnel Committee Meeting:

Name: Kenneth Bovenschen
Department: District Court - Probation
Retirement Date: January 9, 2009
Years of Service: 33 years 7.9 months
County Commissioner: Dana Camphous-Peterson

Name: Sharon Maloney
Department: Prosecuting Attorney
Retirement Date: February 11, 2009
Years of Service: 16 years 3.5 months
County Commissioner: Paul Gielegghem

Name: Mary Page
Department: Family Court - Juvenile
Retirement Date: January 29, 2009
Years of Service: 17 years 1.5 months
County Commissioner: Dana Camphous-Peterson

Name: Lynn Kennedy
Department: Martha T. Berry
Retirement Date: December 31, 2008
Years of Service: 28 years 5.1 months
County Commissioner: Kathy Tocco

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Sergeant-At-Arms

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Kathy Tocco - District 20

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Leon Drolet - District 26

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
February 10, 2009
Page 2

Name: Susan Lorenz
Department: Martha T. Berry
Retirement Date: December 31, 2008
Years of Service: 23 years 6.5 months
County Commissioner: Paul Gieleghem

Name: Denise Dunn
Department: Martha T. Berry
Retirement Date: December 30, 2008
Years of Service: 14 years 3.6 months
County Commissioner: Paul Gieleghem

Name: Maria Everhart
Department: Martha T. Berry
Retirement Date: December 30, 2008
Years of Service: 27 years 3.9 months
County Commissioner: Ed Bruley

Name: Joan Washington
Department: Martha T. Berry
Retirement Date: December 26, 2008
Years of Service: 20 years 1.8 months
County Commissioner: Carey Torrice

Name: Roberta Knapp
Department: Senior Citizen Services
Retirement Date: December 30, 2008
Years of Service: 18 years 8.4 months
County Commissioner: Dana Camphous-Peterson

Name: Daniel Reynolds
Department: Facilities & Operations
Retirement Date: January 20, 2009
Years of Service: 19 years 5.0 months
County Commissioner: Brian Brdak

Name: Terilyn Eversole
Department: Juvenile Justice Center
Retirement Date: January 2, 2009
Years of Service: 28 years 10.3 months
County Commissioner: Dana Camphous-Peterson

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
February 10, 2009
Page 3

Name: Francis Harris
Department: Community Services Agency
Retirement Date: December 8, 2008
Years of Service: 11 years 4.1 months
County Commissioner: William Crouchman

Name: Sharon Quinn
Department: Parks & Recreation
Retirement Date: December 31, 2008
Years of Service: 31 years 0.6 months
County Commissioner: Jeffery Sprys

Name: Sharon Welsh
Department: Health
Retirement Date: December 18, 2008
Years of Service: 10 years 5.0 months
County Commissioner: Jeffery Sprys

Name: Joyce Stauch
Department: Friend of the Court
Retirement Date: December 30, 2008
Years of Service: 20 years 2.0 months
County Commissioner: Ken Lampar

Name: Charles Marth
Department: Friend of the Court
Retirement Date: December 30, 2008
Years of Service: 26 years 10.7 months
County Commissioner: Susan Doherty

Name: Renee Privette
Department: Community Mental Health
Retirement Date: December 30, 2008
Years of Service: 15 years 5.4 months
County Commissioner: Keith Rengert

Name: Terri Duganne
Department: Community Mental Health
Retirement Date: January 2, 2009
Years of Service: 20 years 10.3 months
County Commissioner: Ed Bruley

Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
February 10, 2009
Page 4

Name:	Pamela Norris
Department:	M/SCETA
Retirement Date:	March 27, 2009
Years of Service:	24 years 0.8 months
County Commissioner:	N/A

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Approve the reconfirmation of the following vacancies

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

CLASSIFICATION

DEPARTMENT

One Program Director (Marc DeRush)

Community Mental Health

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-30-08
Justification: 95% Other Funding; 5% County
Exit Interview Completed: Yes

One Registered Nurse (Renee Privette)

Community Mental Health

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-30-08
Justification: 90% Other Funding; 10% County
Exit Interview Completed: Yes*

One Typist Clerk I/II (Tiffany Muczynski)

Community Mental Health

Reason for Vacancy: Discharged
Date Position to be Vacant: 05-02-08
Justification: 90% Other Funding; 10% County
Exit Interview Completed: Pending

One Typist Clerk I/II (Mary Nahernak)

Community Mental Health

Reason for Vacancy: Resignation
Date Position to be Vacant: 12-19-08
Justification: 90% Other Funding; 10% County
Exit Interview Completed: Yes

COMMITTEE/MEETING DATE

Personnel 02-23-09

CLASSIFICATION

DEPARTMENT

One Chief Probation Officer (Kenneth Bovenschen)

District Court -
Probation

Reason for Vacancy: Retirement
Date Position to be Vacant: 01-09-09
Justification: 67% Other Funding; 33% County ¹
Exit Interview Completed: Yes

One Custodian I/II (Linda Hartman)

Facilities & Operations

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-05-08
Justification: Budget Plan A ²
Exit Interview Completed: Yes*

One Custodian I/II (Michael Molter)

Facilities & Operations

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-26-08
Justification: Budget Plan A ²
Exit Interview Completed: Yes

One Case Manager (Tonya Anthony)

M/SCETA

Reason for Vacancy: Resignation
Date Position to be Vacant: 01-30-09
Justification: 100% Grant Funded
Exit Interview Completed: Pending

One Counselor (Roberta Knapp)

Senior Citizen Services

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-30-08
Justification: 100% Grant Funded
Exit Interview Completed: Yes*

¹ The subsequent Assistant vacancy will be before the Budget Committee for elimination

² The subsequent Housekeeper vacancy will be before the Budget Committee for elimination

The following vacant 24/7 positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Youth Specialist (Keith Robinson)

Juvenile Justice Center

Reason for Vacancy: Retirement
Date Position to be Vacant: 11-03-08
Exit Interview Completed: Yes

One Food Production Worker I (Susan Lorenz)

Martha T. Berry

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-31-08
Exit Interview Completed: Yes*

One L.P.N. (Patricia Langlois)

Martha T. Berry

Reason for Vacancy: Resignation
Date Position to be Vacant: 01-19-09
Exit Interview Completed: Pending

One Nurse Aide (Michelle Argent)

Martha T. Berry

Reason for Vacancy: Resignation
Date Position to be Vacant: 12-16-08
Exit Interview Completed: Yes

One Nurse Aide (Lennice Bursey)

Martha T. Berry

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-11-08
Exit Interview Completed: Pending

One Nurse Aide (Helen Merritt)

Martha T. Berry

Reason for Vacancy: Resignation
Date Position to be Vacant: 01-16-09
Exit Interview Completed: Yes

One Nurse Aide (LaRita Shaw)

Martha T. Berry

Reason for Vacancy: Resignation
Date Position to be Vacant: 01-19-09
Exit Interview Completed: Yes

One Team Leader (Mary Bennett)

Martha T. Berry

Reason for Vacancy: Discharged
Date Position to be Vacant: 12-16-08
Exit Interview Completed: Pending

One Corrections Officer (Ronald Heckmann)

Sheriff

Reason for Vacancy: Retirement
Date Position to be Vacant: 12-30-08
Exit Interview Completed: Yes

One Deputy (Michael Kenel)

Sheriff

Reason for Vacancy: Resignation
Date Position to be Vacant: 12-16-08
Exit Interview Completed: Yes

Resolution to Reconfirm Personnel Vacancies

Personnel 02-23-09

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The following vacant positions have been processed for posting pursuant to action of the Board of Commissioners on November 18, 2002:

CLASSIFICATION

DEPARTMENT

One Dispatcher (Michele Lavender)

Sheriff

Reason for Vacancy: Retirement

Date Position to be Vacant: 11-25-08

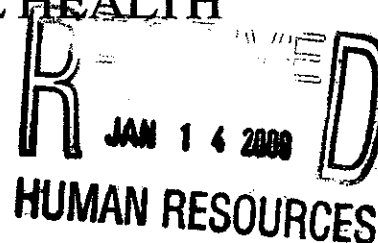
Exit Interview Completed: Yes

*Did not authorize the release of the exit interview information.



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

January 13, 2009

BOARD OF DIRECTORS

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Joan Flynn
Secretary-Treasurer

Del (Delphine) Becker
Patricia Bill
Nick Ciaramitaro
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
Betty Slinde
Kathy D. Vosburg

TO: Eric Herppich, Division Director, Labor Relations
Macomb County Human Resources Department

FROM: Robert R. Slade, Deputy Director
Community Mental Health Services

RE: Request to Post and Fill
Vacant Budgeted Position
Program Director
Office of Recipient Rights 224 646.05

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Program Director in the Office of Recipient Rights.

This vacancy is created by the retirement of Marc DeRush, effective December 30, 2008.

The employee in this classification, under the supervision of an assigned supervisor, directs, supervises/evaluates assigned ORR staff; ensures all Mental Health staff are provided Recipient Rights Training; assures all CMH consumers/families receive training/education on their rights; assures all allegations of rights violations are investigated and assures remedial action; develops and maintains Recipient Rights policies & procedures needed to implement the rights system; participates in Executive Staff and CMH Board Meeting Activities; serves as the CMH Board designated Hearing Officer for Local Dispute Resolution; performs related duties as assigned.

Please contact me if should have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., J. Smiley, File



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MEMBER

MACOMB BOARD OF COMMISSIONERS

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Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Executive Director, CMH	1
Same Classification Within Department or Program	Program Director	6
Other Classifications Reporting to this Immediate Supervisor	Deputy Director	1
Classifications Directly Supervised by this Classification (if applicable)	(1) Administrative Assistant III (5) Administrative Assistant I (1) Mental Health Worker II (2) Typist Clerk	9

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Rights Officer serves as the CMH Board's designated Hearing Officer for the Local Dispute Resolution Process. Provides the Executive Director and CMH Board's Recipient Rights Committee with quarterly, semi-annual and annual reports, which detail rights activities. Ensures that Rights training is provided to all CMH employees and all CMH contractual service provider staff.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

With the ever increasing demand for mental health services, the Recipient Rights Officers need to ensure that all allegations of potential rights violations are investigated in a timely manner. If the complaint is substantiated, the recommended remedial action must be appropriate to the confirmed violation.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Directs, supervises/evaluates assigned ORR staff	30	Daily	Mental Health Code
2	Ensures all Mental Health staff are provided Recipient Rights Training	10	Monthly	Mental Health Code
3	Assures all CMH consumers/families receive training/education on their rights	10	Weekly	Mental Health Code
4	Assures all allegations of rights violations are investigated and assures remedial action	30	Daily	Mental Health Code
5	Develops and maintains Recipient Rights policies & procedures needed to implement the rights system	10	Weekly	Mental Health Code
6	Participates in Executive Staff and CMH Board Meeting Activities	5	Weekly/Monthly	
7	Serves as the CMH Board designated Hearing Officer for Local Dispute Resolution	5	Weekly	State Contractual Requirement
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Fiscal Year	Complaints Received	Allegations Involved	Allegations Investigated	Substantiated
2005/2006	290	389	377	188
2006/2007	206	302	300	181
2007/2008	173	273	268	149

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The investigation of all alleged violations of the consumer's rights ensured by the Mental Health Code.
If the allegation is substantiated, the Rights Officer will recommend remedial action up to and including termination of employment.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Lack of overall direction of the Office of Recipient Rights	Violation of Michigan Mental Health Code and D.C.H. Contract Non Compliance

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Corporation Counsel	Legal Opinion	Weekly
Community Mental Health Service Providers Directors/CEO	Rights Training Rights Investigations	Daily
Community Mental Health Board	Attendance at Committee Meetings	Monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

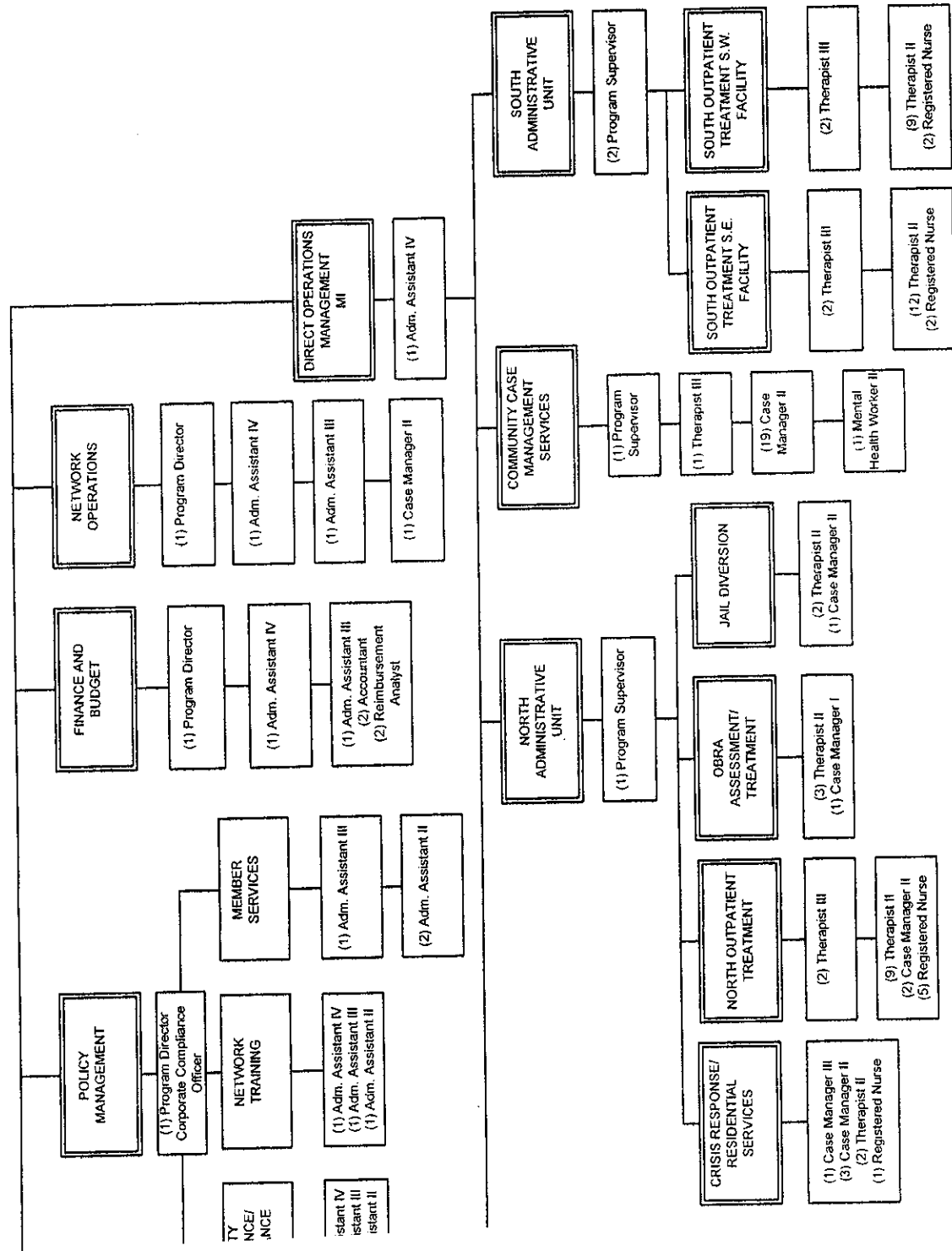
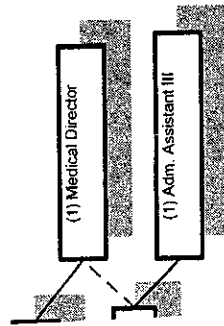
The Recipient Rights Officer (Program Director) is an essential administrative position within the

Community Mental Health Department. The Position is required by the Michigan Mental Health Code and

is essential to ensure the protected rights of the citizens of Macomb County receiving Mental Health

Services.

MENTAL HEALTH



MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Marc DeRush SOCIAL SECURITY # [REDACTED]

ADDRESS 26100 Acacia Harrison Township, MI 48045

DEPARTMENT Community Mental Health

CLASSIFICATION Program Director

TERMINATION DATE Dec. 30 2008

DATE OF HIRE August 18, 1980

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

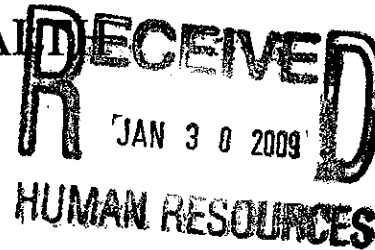
EMPLOYEE'S SIGNATURE Marc DeRush DATE 10-30-08

INTERVIEWER'S SIGNATURE Wendy Arner DATE 10/30/08



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

January 28, 2009

BOARD OF DIRECTORS

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Vice-Chairperson

Joan Flynn
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Del (Delphine) Becker
Patricia Bill
Nick Ciaramitaro
Mary Louise Daner
Michael Heafield
Rose Ann Mrosewske
Brian Negovan
Betty Slinde
Kathy D. Vosburg

TO: Eric Herppich, Division Director, Labor Relations
Macomb County Human Resources Department

FROM: Robert R. Slane, Deputy Director
Community Mental Health

RE: Request to Post and Fill Vacant Budgeted Position
Registered Nurse
Specialized Residential Services 224 646.41

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Registered Nurse in Specialized Residential Services.

This vacancy is created by the retirement of Renee Privett, effective December 30, 2008.

The employee in this classification, under the supervision of an assigned supervisor, provides enhanced health services to person's with severe and persistent mental illness and/or developmental disabilities living in specialized residential settings or community settings. Duties include health care assessments, monitor health and psychiatric issues, support psychiatrists in medication reviews, responds to medication inquiries by consumer, staff, guardians, administers injections, prepares written goals and objectives, trains direct care staff around medication dispensation and medical needs of consumers, and participates as a team member in the person centered plan.

Please contact me if you should have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., J. Smiley, File

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Describe how this position is funded:

<u>10 %</u>	<u>%</u>	<u>90 %</u>
County	Grant	Other

Nurses at SRS provide enhanced health services to person's with severe and persistent mental illness and/or developmental disabilities living in specialized residential settings or community settings. Duties include: health care assessments, monitor health and psychiatric issues, support psychiatrists in medication reviews, respond to medication inquiries by consumer, staff, guardians, administer injections, prepare written goals and objectives, train direct care staff around medication dispensation and medical needs of consumers, participate as a team member in the person centered plan.

SRS primarily provides case management and/or supports coordination services to persons with severe and persistent mental illness and/or developmental disabilities who reside in specialized residential settings or in the community. SRS staff link consumers to a wide variety of supports and services intended to assist the consumer to attain the highest level of independent functioning. Psychiatric services are provided to minimize symptoms. The nurses assist in monitoring psychiatric functioning as well as overall medical health functioning to help maximize the consumer's opportunities to gain independence and remain healthy and stable. Their support and instruction to direct care staff and consumers is crucial to the program.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Therapist III	3
Same Classification Within Department or Program	Nurse	7
Other Classifications Reporting to this Immediate Supervisor	Therapist II and Dietician	1 and 1
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Nurses are responsible for providing work direction and guidance to direct care staff who care for the consumers in specialized settings, as well as in the community. Direction and training include hands on instruction in the administration of medications, training for non-skilled medical needs of consumers, answer questions and discuss concerns around the psychiatric/medical needs of consumers, demonstrate procedures and provide feedback, train staff in the implementation of health goals on the plan of service.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

SRS nurses are frequently engaged in crisis situations whereby consumers have psychiatrically decompensated and are in need of assessment and/or hospitalization. Health care needs of this population can be extensive, requiring the nurses to provide close oversight of their care, as these needs change frequently. Staff are constantly requiring training and knowledge of care needs, requiring the nurse to ensure staff are fully trained and knowledgeable of the health care needs of the consumers.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assist/support/train consumers and direct staff	40%	per day	
2	respond to medication related inquiries	10%	per day	
3	Complete nursing assessments	10%	per week	
4	Write and Monitor nursing goals	30%	per day	
5	administer injections	10%	per week	
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Case load sizes have increased over time. Please see attached documentation.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Makes judgements in the field as to consumers medical condition and needs. Must make medical assessments and nursing diagnoses and provide appropriate interventions. Assesses and responds to health and safety at risk factors.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
medication review quality control	increased procedural errors/delays; liability
monitoring of consumer health needs	Consumer health needs not being met; liability
linking/monitoring of medically involved consumers	Non-medical staff would cover cases; liability

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

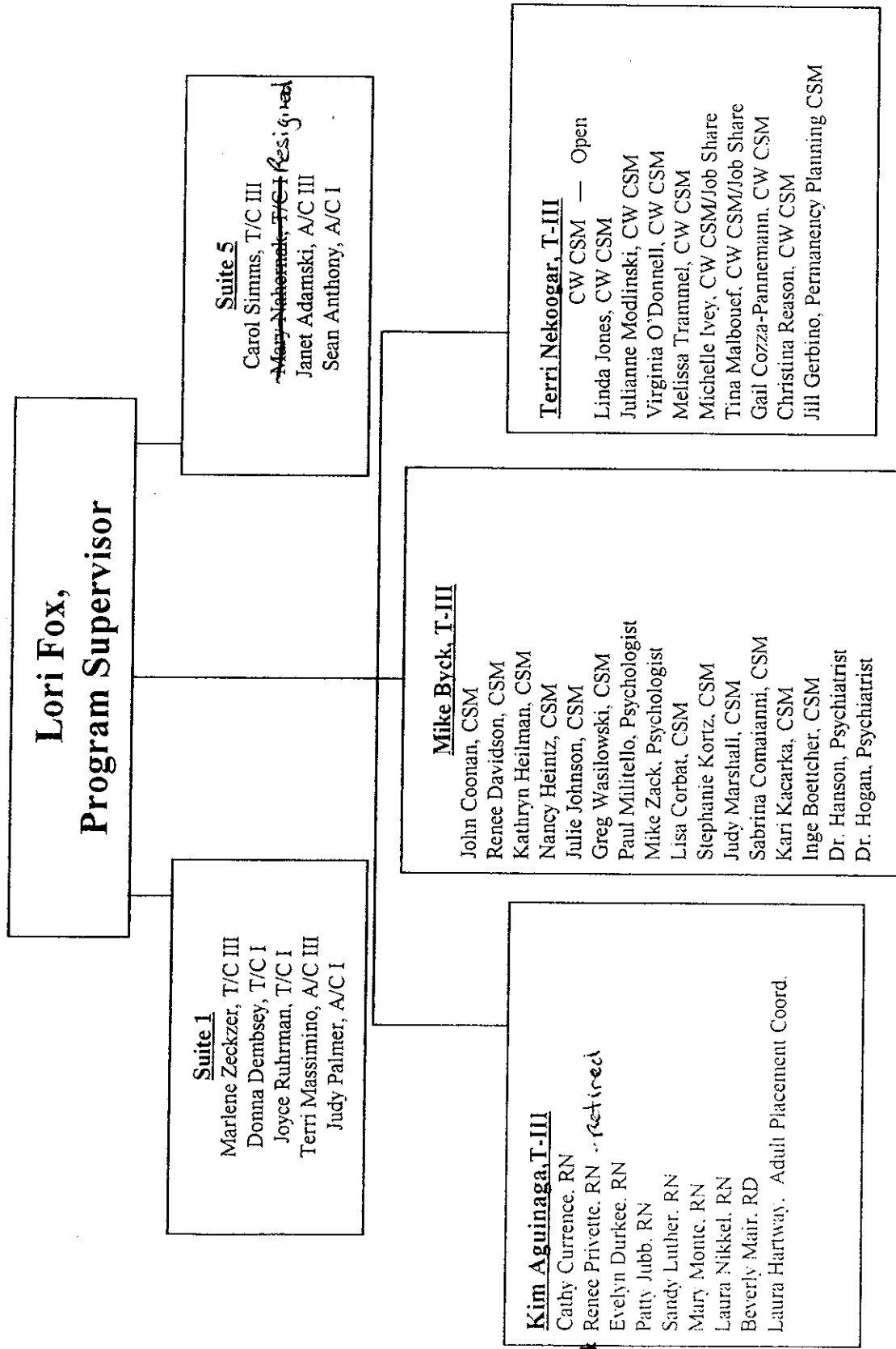
Position/Department	Nature of Contact	Frequency
Residential Providers/staff	Training/monitoring of staff	daily
Case Managers	Team members to coordinate care services	daily
Psychiatrists	Consultation and coordination of care	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

SRS nurses manage all psychiatric needs and medical needs of our consumers. They coordinate with the psychiatrist and the primary care physician in the community to ensure all psych and medical needs of the consumer is provided for. Their expertise is essential to this department.

SPECIALIZED RESIDENTIAL SERVICES





COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674

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HUMAN RESOURCES

Donald I. Habkirk, Jr.
Executive Director

February 5, 2009

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Betty Slinde
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TO: Eric Herppich, Division Director, Labor Relations
Macomb County Human Resources Department

FROM: Robert R. Slattery, Deputy Director
Community Mental Health

RE: Request to Post and Fill Vacant Budgeted Position
Typist Clerk I
Vocational & Day Program Services 224 646.84

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Typist Clerk I in Vocational and Day Program Services.

This vacancy is created by the termination of Tiffany Muczynski, effective May 2, 2008.

The employee in this classification, under the supervision of an assigned supervisor, has primary reception and office clerical support responsibilities for Vocational and Day Program Services. The employee answers phones and receives the public at the counter; schedules doctor appointments and manages intake scheduling procedures; completes clerical support for all staff, including word processing, copying, faxing and mailing documents; assists with office management functions, including monitoring and ordering office supplies and receiving and distributing mail; assists with record maintenance, including opening/closing charts, filing clinical records, purging charts, etc.

Please contact me if you should have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., J. Smiley, File

MACOMB BOARD OF COMMISSIONERS

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Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Supervisor	1
Same Classification Within Department or Program	none	0
Other Classifications Reporting to this Immediate Supervisor	Typist Clerk III, AC I/II, AC III, RN, T II, T-III	9
Classifications Directly Supervised by this Classification (if applicable)	n/a	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

n/a

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Typist Clerks receive the public and often answer a wide variety of questions related to accessing services.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Answering phones/receiving public	35	daily	yes
2	Scheduling/monitoring doctor appointments	15	daily	yes
3	Copying/mailling plans of service	20	daily	yes
4	General clerical support: copying, faxing, typing	15	daily	yes
5	Delivering/distributing US and inter-office mail	5	daily	yes
6	Intake scheduling procedures	10	daily	yes
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

VDPS has approximately 1140 consumers receiving supports coordination. In 2004, VDPS had 1008 open cases. This represents a 12% increase. New cases are opened every week, whose numbers historically exceed those closed. The agency must offer clerical support to clinical staff serving an every increasing number of consumers.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Most typist clerk duties relate to established VDPS policies and procedures. TC must be able to apply knowledge of agency policies and procedures when responding to public inquiries.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Clerical staff could not meet clerical demands	
Clinical staff would complete clinical functions.	
Public would receive poor reception services	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
CMH Administration	receiving phone calls/mail	daily
All contracted providers	receiving phone calls/mail	daily

Additional Information:

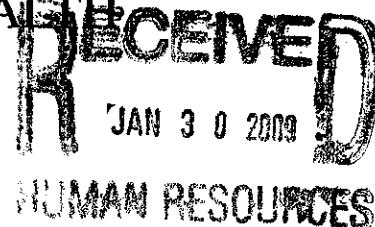
Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

There continues to be an increase in the demand for services for the developmentally disabled. Throughout CMH, requests to open DD cases significantly outnumber those cases closed. To meet the demand for DD services, it is critical that VDPS efficiently operate with adequate clerical support.



COMMUNITY MENTAL HEALTH

22550 Hall Road
Clinton Township, MI 48036
586-469-5275 FAX 586-469-7674



Donald I. Habkirk, Jr.
Executive Director

January 28, 2009

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Michael Heafield
Rose Ann Mrosewske
Brian Negovan
Betty Slinde
Kathy D. Vosburg

TO: Eric Herppich, Division Director, Labor Relations
Macomb County Human Resources Department

FROM: Robert R. Slains, Deputy Director
Community Mental Health

RE: Request to Post and Fill Vacant Budgeted Position
Typist Clerk I/II
Specialized Residential Services 224 646.84

Community Mental Health Services requests approval to post and fill the vacant, budgeted position of Typist Clerk I/II in Specialized Residential Services.

This vacancy is created by the resignation of Mary Nahernak, effective December 19, 2008.

The employee in this classification, under the supervision of an assigned supervisor, has primary reception and clerical support responsibilities for Specialized Residential Services; answers phones and receive the public at the counter; schedules psychiatric appointments and manages intake scheduling procedures; completes clerical support for all staff, including word processing, copying, faxing and mailing documents; assists with office management functions, including monitoring and ordering office supplies and receiving and distributing mail; assists with record maintenance, including opening/closing charts, filing clinical records, purging charts, etc.

Please contact me if you should have any questions regarding this request.

Thank you.

RRS/lp

cc: D. Habkirk, Jr., J. Smiley, File

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A CARF Accredited
Organization



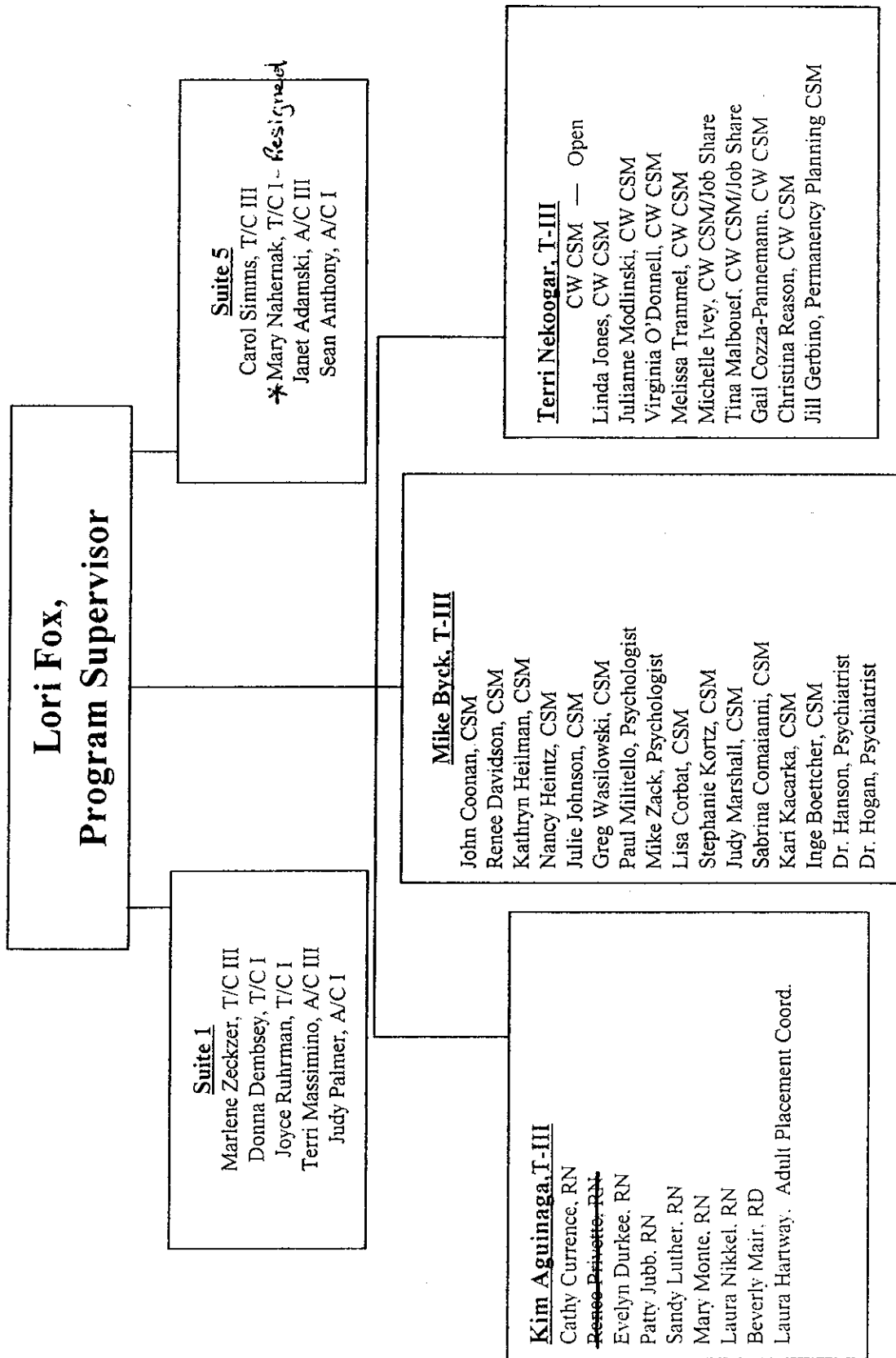
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Describe how this position is funded:

<u>10 %</u>	<u>%</u>	<u>90 %</u>
County	Grant	Other

Typist Clerk I has primary reception and clerical support responsibilities for SRS. TC's answer phones and receive the public at the counter. TC's schedule psychiatric appointments and manage intake scheduling procedures. TC's complete clerical support for all staff including word processing, copying, faxing and mailing documents. TC's assist with office management functions including monitoring and ordering office supplies and receiving and distributing mail. TC's assist with record maintenance, including opening/closing charts, filing clinical records, purging charts, etc.

SPECIALIZED RESIDENTIAL SERVICES



Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Program Supervisor	1
Same Classification Within Department or Program	Typist Clerk I	2
Other Classifications Reporting to this Immediate Supervisor	T-III, TC-III, Acct Clerk I, AC-III	3, 2, 2, 2
Classifications Directly Supervised by this Classification (if applicable)		

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

TC's receive the public and often have to answer a wide variety of questions related to accessing services, and therefore, must be fully knowledgeable not only about services provided at SRS, but also how to find out about and/or access services from other CMH agencies. TC's must also be able to deal with a wide variety of personalities, due to their responsibilities in greeting the public and consumers.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Answer phones/receiving public	40%	daily	
2	Clerical support: filing, faxing, copying, typing	30%	daily	
3	Scheduling/monitoring doctor appt's	20%	daily	
4	Manage office supplies	5%	per week	
5	Delivering/distributing US and interoffice mail	5%	daily	
6				
7		5%		
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

SRS has approximately over 550 open cases receiving services. There are 34 full time staff who require clerical assistance daily. The agency must offer clerical support to clinical staff who's case loads have steadily increased over time. Clerical staff play an instrumental role in assisting clinical staff with the completion of their workload requirements.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Most typist clerk duties relate to established SRS policies and procedures. TC must be able to apply knowledge of agency policies and procedures when responding to public inquiries, as well as when assisting staff.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Clerical staff could not meet clerical demands	Poor office functioning
Clinical staff would have little or no assistance	Increased work load on overburdened clinical staff
Public would receive poor reception services	Dissatisfied public reaction to office operations

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
CMH Administration	Receiving phone calls/mail	daily
All contracted providers	Reception desk, phone calls, mail	daily
The Public	Reception desk, phone calls	daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

There continues to be an increase in the demand for services by the consumers. The increased demand requires more and more clerical support for the staff to assist them in completing the work that must be done. Mailing documents, faxing, copying, typing for the staff is crucial work to get done.

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Mary Nahernak SOCIAL SECURITY # [REDACTED]

ADDRESS 4236 Knoll Road Capac, MI 48014

DEPARTMENT Community Mental Health

CLASSIFICATION Typist Clerk I/II

TERMINATION DATE December 19, 2008

DATE OF HIRE April 3, 2006

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
☒ RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Husband has found work out of state
in this horrible economy.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES ☒ NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ☒ YES () NO

I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Mary Nahernak DATE 12-18-08

INTERVIEWER'S SIGNATURE Liz Sumners DATE 12-18-08

STATE OF MICHIGAN



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FEB 11 2009
HUMAN RESOURCES

SIXTEENTH JUDICIAL CIRCUIT COURT

40 N. MAIN STREET
MOUNT CLEMENS, MICHIGAN 48043

RICHARD L. CARETTI
CIRCUIT JUDGE

DEBORAH E. ROSER
SECRETARY
(586) 469-5137

February 10, 2009

Douglas Fouty,
Program Director – Personnel Services
Macomb County Human Resources
10 N. Main
Mt. Clemens, MI 48043

Dear Mr. Fouty:

I am writing to request reconfirmation of the position of Chief Probation Officer of the District Court Probation Division of the Circuit Court following the retirement of Kenneth Bovenschen on January 9, 2009. Please place this request on the agenda of the February Personnel Committee.

Kenneth Bovenschen had been the Chief Probation Officer of District Court Probation since the creation of that office in 1980. Upon the appointment of a new Chief Probation Officer the Court proposes to implement cost savings by eliminating the position of Deputy Chief Probation Officer, saving approximately \$107,000 in 2009 alone.

The Chief Probation Officer is the head of this division of the Circuit Court and is thus a key employee. It is not possible for District Court Probation to operate without a Department head.

Thank you for your assistance. If you have any questions or need further information, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in dark ink, appearing to read "Richard L. Caretti".
Richard L. Caretti,
Chief Judge

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Describe how this position is funded:

<u>33 %</u>	<u>0 %</u>	<u>67 %</u>
County	Grant	Other

Lead and manage the Department's personnel, planning, policies, and procedures. Coordinate service to ensure the Department's performance meets the needs of various Courts and Judges. Provide strategic planning to ensure fiscal responsibility to the Courts and County.

District Court Probation currently provides misdemeanor probation services to three County Courts (42-1-Romeo, 42-2-New Baltimore, and 16th Judicial Circuit), as well as to the 41-A District Court in Shelby Township. There are two primary services involved: reports (presentence investigation as well as substance abuse assessment, both with sentencing recommendations), and caseload supervision. In addition, the Department has a Community Service Program, Intensive Supervision Program, Bond Supervision (felony and misdemeanor), and alcohol/drug testing on-site in Romeo and Mount Clemens each morning. The Department's mission is to provide the Courts with insightful information for sentencing purposes, as well as to provide a viable, cost-effective alternative to incarceration.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Keith Beasley, Circuit Court Administrator	1
Same Classification Within Department or Program	(None)	0
Other Classifications Reporting to this Immediate Supervisor	Deputy Chief Probation Officer Supervisor	1 3
Classifications Directly Supervised by this Classification (if applicable)	Assistant Probation Officer Secretary Acct Clerk	10 2 1

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Deputy Chief has been in charge of caseload and report assignments, work-flow management, and maintaining statistical data regarding workload and finances. In conjunction with the Chief PO, the Deputy Chief develops and implements Department policy, procedures, and programs. The three Supervisors serve as liasons to specific Courts, and each has specialized areas they are assigned to (community service, I.T., bond supervision programs). They also provide direction to Asst POs and review their work. Weekly meetings are held with Supervisors and the Chief PO to review issues and ensure policies established by the Chief PO are upheld. Full staff meetings are periodically held to review issues and disseminate information.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Providing service to multiple Courts and Judges with varying practices and philosophical outlooks, while coordinating internal workers to satisfy them, requires a significant amount of orchestration. Internal and external influences provide a great deal of complexity. An external factor would be collections varying based on a Judge's philosophy about the necessity and enforcement of them. An internal factor would be responding and adjusting to constantly shifting workloads.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Department Management and Leadership	20	Daily	N
2	Planning and Implementation	20	Daily	N
3	Budget and Financial Management	20	Daily	N
4	Work-flow Management	20	Daily	N
5	External Professional Functions	20	Daily	N
6				
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

(Chart attached)

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Chief P.O. makes decisions affecting the integrity, general operations, policy, and direction of the Department. Informational and planning meetings, with Judges or staff, are held without instruction from the immediate supervisor.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Void of organizational management	Severe disruption in delivery of services
Void of leadership	Extreme disorganization
No coordination of services to Courts	Severe disruption in delivery of services
No statistical information maintained	Inability to plan or provide accountability

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Circuit Court Administrator	Review Department work, plans, & issues	Monthly
District Court Judges	Review Department work, plans & issues	Monthly
Circuit Court Judges	Review Department work, plans & issues	Monthly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

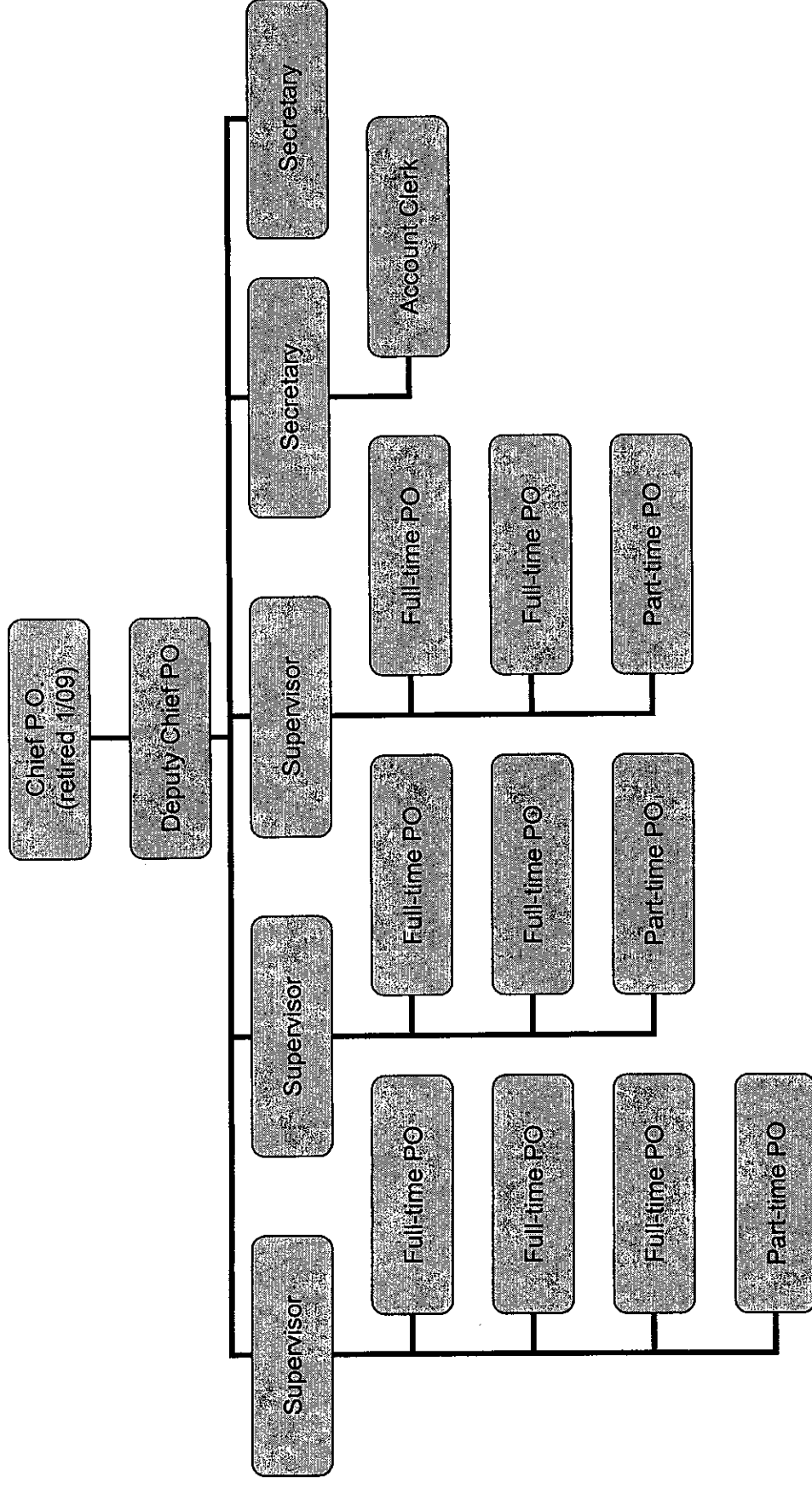
As a cost-saving measure, the Court proposes that the duties of the Deputy Chief be added to the Chief PO position, and the Deputy Chief position be red-lined or eliminated. The current Deputy Chief is uniquely qualified to meet the objective and demands this consolidation requires.

WORKLOAD OVER 3 YEARS (2006 - 2008)

District Court Probation

	New Cases	Presentence Reports	Substance Abuse Scrn	Community Service	Intensive Supervision	Bond Supervision	Revenue
2006	2865	282	955	173	0	0	\$ 1,177,861.00
2007	2673	281	922	257	43	0	\$ 1,173,240.00
2008	1615	311	833	327	143	128	\$ 1,035,615.00

District Court Probation Organizational Chart – Feb. 2009



MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Kenneth Bovenschen SOCIAL SECURITY # [REDACTED]

ADDRESS 39010 Lanse Creuse Harrison Township, MI 48045

DEPARTMENT District Court - Probation

CLASSIFICATION Chief District Court Probation Officer

TERMINATION DATE December 31, 2008

DATE OF HIRE May 12, 1980

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

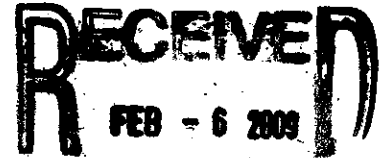
EMPLOYEE'S SIGNATURE Kenneth A. Bovenschen DATE 12-2-08

INTERVIEWER'S SIGNATURE Wendy Fisher DATE 12/2/08



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770



HUMAN RESOURCES

February 6, 2009


Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

Estella Shelton
Maintenance Supervisor

TO: Douglas Fouty, Program Director
Human Resources Department

FROM: Lynn M. Arnott-Bryks, Director
Facilities and Operations Department 

RE: Request to Reconfirm the Vacated Budgeted Position
Of Custodian I/II (Linda Hartman)

As you are aware, Plan A, which was approved by the Board, included a reduction of two (2) Security Guards upon installation of the parking equipment in the Parking Structure.

In our budget reduction submission, we were reducing Housekeeping positions contingent upon filling vacant Custodian positions.

We are, therefore, requesting authorization to reconfirm the Custodian position and allow us to promote a Housekeeper to this position. Due to the volume of work and increase in square footage to be maintained, we are required to assign two (2) custodian personnel to work one-half of their shift at one location and the remainder of their shift at another location. Also, in the event of sick and/or annual leave, we do not have additional personnel to assign to these areas.

Due to the great need of custodian functions required to maintain County facilities, we are requesting authorization to fill the budgeted position of Custodian I/II, vacated by Linda Hartman, who retired on December 5, 2008.

If there are any questions, please contact the undersigned.

LMAB/d

MACOMB COUNTY BOARD OF COMMISSIONERS

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Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

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Describe how this position is funded:	100 %	%	%
	County	Grant	Other

Responsible for cleaning and servicing all areas and surrounding premises of assigned County-owned facilities. Performs the following duties: dusts, sweeps, vacuums, mops, scrubs and waxes floors, cleans and sanitizes restrooms, empties trash containers, washes walls and windows, dusts and cleans furniture. May move furniture, file cabinets and other office equipment, shovels snow.

Facilities & Operations has 115.5 employees and maintains approximately 1,800,000 square feet of buildings.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Custodian Foreman	3
Same Classification Within Department or Program	Custodian	39
Other Classifications Reporting to this Immediate Supervisor	Housekeepers	14
Classifications Directly Supervised by this Classification (if applicable)	0	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Custodian is not responsible for providing work direction.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Providing a clean work environment for County employees and the public. Custodians are assigned to various County facilities whose duties require them to begin their daily tasks before the start of the normal work day.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Cleans and sanitizes restrooms	25%	Daily	
2	Dusts, sweep, vacuums and mops floors	25%	Daily	
3	Cleans and maintains ceilings, ceiling fixtures and air vents	15%	Daily	
4	Removes debris from sidewalk	10%	Daily	
5	Seals, waxes and buffs floors	5%	Daily	
6	Washes walls and windows	5%	Daily	
7	Moves and sets up furniture	5%	Daily	
8	Cleans and maintains custodial closets	5%	Daily	
9	Cleans snow from sidewalk and spreads salt as necessary	5%	Yearly	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Custodian workloads have increased due to the opening of the Medical Examiner's Facility, Public Works and 42nd District Court in New Baltimore as well as Hall Road Warehouse (soon to be fully operational) thereby increasing square footage by approximately 226,000sq. ft.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Custodian is able to perform day-to-day duties such as cleaning and sanitizing restrooms, dusting, sweeping, vacuuming and removing trash.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Inability to fulfill housekeeping and custodian obligations.	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
No Contacts		

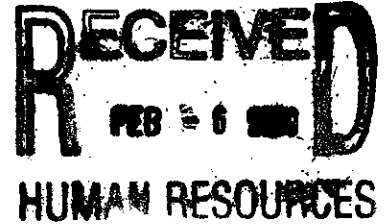
Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.



FACILITIES & OPERATIONS DEPARTMENT

10 N. Main St., 13th Floor
Mount Clemens, Michigan 48043
586-469-5244 FAX 586-469-7770



February 6, 2009

Lynn M. Arnott-Bryks
Director

Diane G. Connell
Operations Supervisor

Larry K. Oakes
Mechanical Systems Supervisor

Estella Shelton
Maintenance Supervisor

TO: Douglas Fouty, Program Director
Human Resources Department

FROM: Lynn M. Arnott-Bryks, Director
Facilities and Operations Department

RE: Request to Reconfirm the Vacated Budgeted Position
Of Custodian I/II (Michael Molter)

As you are aware, Plan A, which was approved by the Board, included a reduction of two (2) Security Guards upon installation of the parking equipment in the Parking Structure.

In our budget reduction submission, we were reducing Housekeeping positions contingent upon filling vacant Custodian positions.

We are, therefore, requesting authorization to reconfirm the Custodian position and allow us to promote a Housekeeper to this position. Due to the volume of work and increase in square footage to be maintained, we are required to assign two (2) custodian personnel to work one-half of their shift at one location and the remainder of their shift at another location. Also, in the event of sick and/or annual leave, we do not have additional personnel to assign to these areas.

Due to the great need of custodian functions required to maintain County facilities, we are requesting authorization to fill the budgeted position of Custodian I/II, vacated by Michael Molter, who retired on December 26, 2008.

If there are any questions, please contact the undersigned.

LMAB/d

MACOMB COUNTY BOARD OF COMMISSIONERS

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William A. Crouchman - District 23
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Jeffery S. Sprys - District 26

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HUMAN RESOURCES

Describe how this position is funded:

<u>100 %</u>	<u>%</u>	<u>%</u>
County	Grant	Other

Classification Purpose:
In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

Responsible for cleaning and servicing all areas and surrounding premises of assigned County-owned facilities. Performs the following duties: dusts, sweeps, vacuums, mops, scrubs and waxes floors, cleans and sanitizes restrooms, empties trash containers, washes walls and windows, dusts and cleans furniture. May move furniture, file cabinets and other office equipment, shovels snow.

Organization Information: *(Please attach a current organization chart.)*
Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

The Department of Facilities & Operations is structured to coordinate professional services in planning, construction, maintenance and operations of all County-owned buildings and grounds.

The Department is composed of facilities operations, mechanical maintenance, building maintenance and security. The entire operation is coordinated through an administrative section.

The operations and mechanical maintenance division is responsible for the proper operations and maintenance of the mechanical equipment in all County Facilities.

The building maintenance division provides the personnel, material and equipment to plan and direct the technical services of maintenance, custodial services, building management and County skilled trades forces for the existing County-owned facilities.

Facilities & Operations has 115.5 employees and maintains approximately 1,800,000 square feet of buildings.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Custodian Foreman	3
Same Classification Within Department or Program	Custodian	39
Other Classifications Reporting to this Immediate Supervisor	Housekeepers	14
Classifications Directly Supervised by this Classification (if applicable)	0	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

The Custodian is not responsible for providing work direction.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Providing a clean work environment for County employees and the public. Custodians are assigned to various County facilities whose duties require them to begin their daily tasks before the start of the normal work day.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Cleans and sanitizes restrooms	25%	Daily	
2	Dusts, sweep, vacuums and mops floors	25%	Daily	
3	Cleans and maintains ceilings, ceiling fixtures and air vents	15%	Daily	
4	Removes debris from sidewalk	10%	Daily	
5	Seals, waxes and buffs floors	5%	Daily	
6	Washes walls and windows	5%	Daily	
7	Moves and sets up furniture	5%	Daily	
8	Cleans and maintains custodial closets	5%	Daily	
9	Cleans snow from sidewalk and spreads salt as necessary	5%	Yearly	

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Custodian workloads have increased due to the opening of the Medical Examiner's Facility, Public Works and 42nd District Court in New Baltimore as well as Hall Road Warehouse (soon to be fully operational) thereby increasing square footage by approximately 226,000sq. ft.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The Custodian is able to perform day-to-day duties such as cleaning and sanitizing restrooms, dusting, sweeping, vacuuming and removing trash.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Inability to fulfill housekeeping and custodian obligations.	

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
No Contacts		

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Michael Molter SOCIAL SECURITY # [REDACTED]

ADDRESS 37429 Edgewood Clinton Township, MI 48036

DEPARTMENT Facilities & Operations

CLASSIFICATION Custodian I/II

TERMINATION DATE December 26, 2008

DATE OF HIRE December 27, 1977

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
☒ RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Moving to Harbor Beach

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES ☒ NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? ☒ YES () NO

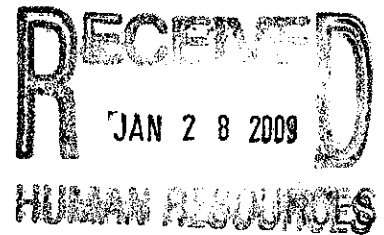
I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Michael Molter DATE 12/18/08

INTERVIEWER'S SIGNATURE Liz Simmons DATE 12-18-08



*A private-public partnership
administered locally by the Macomb/St. Clair Workforce Development Board*



TO: Douglas Fouty, Program Director
Macomb County Human Resources Department

FROM: *KJ* Kathy J. Jordon, Director
Macomb/ St. Clair Employment & Training Agency

DATE: January 28, 2009

SUBJECT: Justification for a Case Manager Position

The Macomb/St. Clair Employment & Training Agency requests the posting of a "GRANT FUNDED" case manager position. This position is requested, due to the resignation of case manager Tonya Anthony.

Funding for this position is "**Grant Funded**" without any County funding involved. It is imperative that this position for case manager not be kept vacant, and filled as soon as possible.

We have many mandated local, state and federal guidelines as well as reporting requirements. These are mandatory reporting requirements that are to be completed within a specified time frame in order to maintain our Performance Standards.

In order to maintain quality service at the Michigan Works! Service Centers for the citizens of Macomb County, it is essential that this position be posted immediately.

If there are any questions please contact my office 586-447-9217.

Cc: John Bierbusse
File

Attachment: 3

ADMINISTRATIVE OFFICE

VerKuilen Building
21885 Dunham Road, Suite 11
Clinton Township, MI 48036-1030
(586) 469-5220
FAX (586) 469-7488

CUSTOMER CENTERS

75 North River Road
Mt. Clemens, MI 48043
(586) 469-7702
FAX (586) 469-5082

15950 12 Mile Road
Roseville, MI 48066
(586) 447-9200
FAX (586) 447-9238

43630 Hayes Road
Clinton Township, MI 48038
(586) 263-1501
FAX (586) 286-9517

100 McMorran Boulevard
6th Floor
Port Huron, MI 48060
(810) 966-3300
FAX (810) 966-3337

27850 Van Dyke
Warren, MI 48093
(586) 574-2170
FAX (586) 576-0576

1-29-09

JAN 30 2009

FUNDING RESOURCES

Classification Title and Department: Case Manager/ M/SCETA

Division/Program Assignment: M/SCETA/ Trade/TAA

Describe how this position is funded:

<u>0 %</u>	<u>100 %</u>	<u>0 %</u>
County	Grant	Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

The Trade adjustment Assistance (TAA) program affords a full range of reemployment services to individuals displaced either by importation of foreign-made goods or by exportation of the work itself. The primary objective of TAA is to assist adversely affected workers in returning to suitable employment as soon as possible.

Organization Information: *(Please attach a current organization chart)*

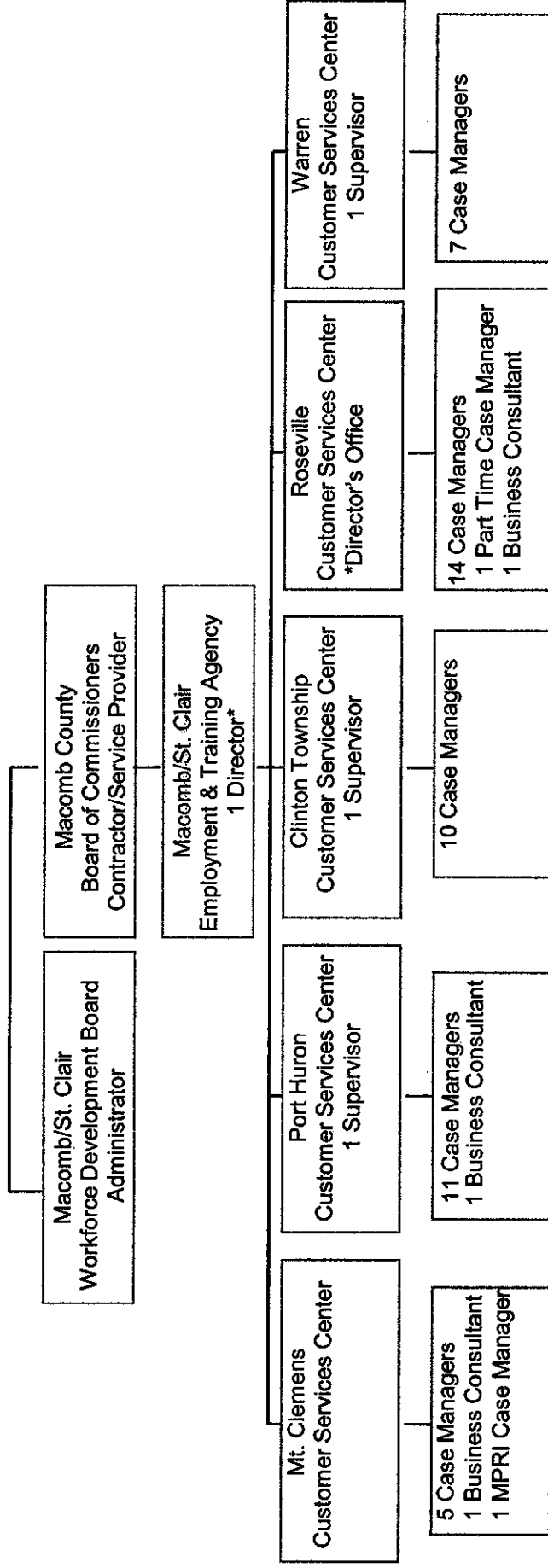
Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Individuals covered by a TAA certification are eligible to apply for services including Trade Readjustment Allowance (TRA), training, job search allowances, and other re-employment services. The Trade Act of 2002 also created a Health Coverage Tax Credit and Alternate Trade Adjustment Assistance benefits.

Trade Case Managers are responsible for:

- Determining eligibility
- Educating customers regarding TAA
- Processing Federal and State paperwork
- Career counseling
- Assessment
- Training (Remedial/Vocational/On the Job Training)
- Forwarding Trade Readjustment Allowance paperwork to TRA Unit
- File maintenance

Macomb/St. Clair Employment & Training Agency Organizational Chart



January 09

Mission Statement

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	On-Site Supervisor	1-3 On Site
Same Classification Within Department or Program	Wrn2, R3, MC2, CT2, PH4	Total 13
Other Classifications Reporting to this Immediate Supervisor	WIA Cm, Youth CM, Bus Consult, WF JET, Clearical	dep on site location
Classifications Directly Supervised by this Classification (if applicable)	TAA Case load	5

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Maintain customer case load

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

- Balance new and existing customer files
- Eligibility, enrollment, completion, follow-up
- Process TRA paperwork
- Communicate w/TRA
- Maintain attendance
- Follow-up

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Eligibility	25	daily	yes
2	Enrollments	15	daily	yes
3	Follow-up	5	daily	yes
4	Trade orientation	10	weekly	yes
5	30 day waivers	15	daily	yes
6	Attendance	10	daily	yes
7	Communication w/TRA	5	weekly	yes
8	Customer phone issues	15	daily	yes

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

Allocations (Federal & State Funds Dollars)

2006	2007	2008
\$1,390,533	\$1,761,787	\$3,492,730

*See attached annual accounts of funding sources

9/24/08

Annual Accounts of Funding Sources

	Allocation FY02 7/1/02- 6/30/03	Allocation FY03 10/1/02- 9/30/03	Allocation FY03 7/1/03- 6/30/04	Allocation FY04 10/1/03- 9/30/04	Allocation FY04 7/1/04- 6/30/05	Allocation FY05 10/1/04- 9/30/05	Allocation FY05 7/1/05- 6/30/06	Allocation FY06 10/1/05- 9/30/06	Allocation FY06 7/1/06- 6/30/07	Allocation FY07 10/1/06- 9/30/07	Allocation FY07 7/1/07- 6/30/08	Allocation FY08 10/1/07- 9/30/08	Allocation FY08 7/1/08- 6/30/09	Allocation FY09 10/1/08- 9/30/09
WIA - Adult	1,270,200		2,181,243		2,235,920		3,878,379		3,913,878		3,485,370		4,337,179	
WIA - Dislocated Worker	1,746,650		3,645,869		4,187,392		4,555,048		5,990,752		7,536,433		8,972,777	
WIA - DW Scholarship Program									202,310		0			
WIA - Youth	1,843,140		2,281,828		1,943,560		2,472,191		2,954,504		3,119,443		4,220,912	
WIA - Incubator	198,164				55,464		76,867		84,957					
WIA - Incumbent Worker	208,488		308,576		311,015		311,148		297,318		433,636		498,086	
WIA - Serv. Cr Operations							412,550		389,901		401,755		390,103	
Employment Services	1,711,042		1,659,640		1,634,587		1,656,057		1,572,680		1,555,449		1,623,233	
Re-employment Initiative	188,345		178,528		143,854		139,504		0					
Work First - TANF/JET		1,286,402		1,322,743		3,013,572		3,917,910		3,610,371		3,769,388		3,733,200
Work First - Re-emp		2,604,925		2,427,414		705,585		255,204		122,909				
Work First - GF/GP/JET				0		767,527		794,553		797,953		970,131		891,075
Work First - WIA/JET										234,388		252,172		292,006
JET - Macomb PLUS										177,270			50,000	4,202,000
JET - Macomb Support Services								25,000		25,000		187,000		50,000
Welfare to Work - Federal		344,133		322,584		0		0		0				
Welfare to Work - State GF/GP		172,066		166,292		0		0		0				
Food Assistance Emp & Trng		217,266		298,548		288,041		305,341		229,153		236,045		304,954
Service Center Op - Re-emp Act		431,474		443,474		445,529		0		0				
Service Ctr Op - State GF/GP		20,289		0		0		0		0				
Serv Ctr Accessibility: Re-emp Act		71,499		0		0		0		0				
Partnership for Adult Learning (PAL)		1,630,300		0		0		0		0				
Macomb County TAA		Upon Request		Upon Request		300,000		300,000		300,000				



	Allocation FY02 7/1/02- 6/30/03	Allocation FY03 10/1/02- 9/30/03	Allocation FY03 7/1/03-6/30/04	Allocation FY04 10/1/03- 9/30/04	Allocation FY04 7/1/04-6/30/05	Allocation FY05 10/1/04- 9/30/05	Allocation FY05 7/1/05-6/30/06	Allocation FY06 10/1/05- 9/30/06	Allocation FY06 7/1/06-6/30/07	Allocation FY07 10/1/06-9/30/07	Allocation FY07 7/1/07-6/30/08	Allocation FY08 10/1/07-9/30/08	Allocation FY08 7/1/08-6/30/09	Allocation FY08 10/1/08- 9/30/09
side Adjust Assistance (TAA)		Upon Request		Upon Request		1,118,285		1,390,533		1,761,787		3,492,730		**3,500,000
ich Works Assoc Grant		23,256		0		25,000	25,000		72,000		24,000		24,000	
ichigan Prisoner Reentry ACOMB										625,000		868,785		868,785
ichigan Prisoner Reentry T CLAIR										625,000				
ichigan Prisoner Reentry HUMB AREA										20,000		630,000		630,000
enior Community Services employment Program									474,574		589,380		844,186	
avigator Program									60,000		70,524		60,000	
areer Advancement Accounts													452,878	
RAC									125,000					
trainer Pilot													22,500	
ria National Emergency Grant													757,793	
if/OP No Worker Left Behind														
Sub Total	7,162,030	6,801,570	10,263,883	4,829,053	10,511,812	6,663,539	13,627,742	7,583,741	16,137,872	8,503,831	17,575,990	10,406,251	22,053,627	14,776,974
TOTAL	\$13,963,600	\$15,252,936	\$17,175,351	\$21,236,483	\$24,666,703	\$27,982,241	\$36,830,601							

Estimate

docs/budget/annual accounts of funding sources

1/4 m.c. 01

8 37-m. 11.01

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

- 1) Eligibility
- 2) Communications w/ customers
- 3) Orientation
- 4) Enrollments
- 5) Follow-up
- 6) Waivers

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Customer would be unable to enroll in training	major
Unable to collect benefits	major
Local funding would cease	major

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Linda McLatcher	WIA Coordinator	d/w
Beth Diehl/Julie Marlowe	WIA Specialist	d/w
TRA Unit	State of Michigan Employees	d/w

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

TAA Case Managers- are the experts of the Trade Adjustment Assistance Act, this program directly effects financial benefits for customers. Without the case managers assistance, customers would be unable to get benefits and training services; which prevents them from returning to the workforce.



SENIOR CITIZEN SERVICES

21885 Dunham Road, Suite 6
Clinton Township, Michigan 48036-1028
586-469-6313 Fax 586-469-5578
macombcountymi.gov/seniorservices

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HUMAN RESOURCES

Angela Willis
Director

Karen D. Bisdorf
Assistant Director

TO: Doug Fouty, Program Director, Personnel Services
FROM: Angela Willis, Director, Senior Citizen Services *aw*
DATE: January 16, 2009
SUBJECT: Justification to post FT Counselor III (Supervisor) position

The Macomb County Department of Senior Citizen Services Counseling Program is 100% grant funded through the County Health Plan. The County Health Plan offsets all costs of one full time counselor and two part time counselors. The Counseling Program's budget is \$143,709 (210/87030).

Full Time Counselor Supervisor, Roberta Knapp, retired on December 30, 2008. Pursuant to Full Board approval of December 11, 2008, "Approve continuation of hiring freeze for positions vacated after January 1, 2009 through December 31, 2009, excluding positions in which duties and responsibilities are performed on a 24/7 basis **and positions that are funded at 50% or more from grant or external funding sources.**"

For reasons stated above, I am requesting the the FT Counselor III (Supervisor) position excluded from the hiring freeze and the position be posted.

I am attaching the Termination of Position form, the Vacated Budgeted position form, and the Position Analysis Questionnaire.

Please contact my office if you need more information.

Cc: K. Semlow, HR
Kathy Cicci, Office Mgr.

MACOMB COUNTY BOARD OF COMMISSIONERS

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Dana Camphous-Peterson
District 18
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Susan L. Doherty - District 5

Joan Flynn - District 6
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Carey Torrice - District 16
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Kathy Tocco - District 20

Betty Slinde - District 22
Sarah Roberts - District 24
Kathy D. Vosburg - District 25
Leon Drolet - District 26

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JAN 21 2009
HUMAN RESOURCES

Describe how this position is funded:

<u> </u> % County	<u>100</u> % Grant	<u> </u> % Other
-------------------------------	-----------------------	------------------------------

Additionally, I am responsible for the supervision of two part-time counselors (also 100% grant funded), as well as supervise the Grandparents Raising Grandchildren program per the Department of Human Resources grant.

The goal of the Senior Services Counseling program is to enhance and promote the quality of life for Macomb County seniors and allow the client to age within their home community, through early intervention and depression counseling. Eighty (80%) percent of services are provided to homebound clients. Additionally, oversight and counseling for clients in the GRG Program is provided as per grant requirements.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Director of Senior Citizen Services	1
Same Classification Within Department or Program	no	
Other Classifications Reporting to this Immediate Supervisor	All staff report to the Director	
Classifications Directly Supervised by this Classification (if applicable)	2 PT Counselors, 2 Kinship Care Coord. 1 PT Clerk	5

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

Provides work direction (scheduling and planning) to assure all clients are seen timely. Client financial screenings are being required by the County Health Plan. Clients not eligible through screenings are referred to other counselors or agencies.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

Many vulnerable seniors do not have the financial or spiritual support when confronted with life threatening issues (loss of independence, financial crisis, death of a loved one). Counseling can ease the impact. Example: 70 year old disabled man living in low income housing was facing life-changing surgery. His greatest fear was not death, but a nursing home. His physician felt he was not psychologically ready for surgery requested counseling intervention from our office.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Counseling in home or office	75	Daily	
2	Facilitating groups (advertising and preparation)	8	4 / month	
3	Create, advertise and presentation seminars	5	15 - 20 / year	
4	State mandated reports	2	Monthly	
5	Meetings with staff; case reviews with Counselors	3	2 to 4 /month	
6	Creating, updating, refining paper work	2	As needed	
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

2006: 1,271 clients counseled
 2007: 1,367 clients counseled
 2008: 1,464 clients counseled

2006: 711 clients reached through group counseling
 2007: 869 clients reached through group counseling
 2008: 981 clients reached through group counseling

The FT counselor facilitates all group counseling. With the position currently vacant, all group counseling is cancelled.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

Independent judgment is used to treat clients and develop a care plan. Decisions in cases are made using professional judgement (Licensed professional). On occasion when there is a medical question, the issue is discussed with the Director of Senior Services and appropriate action is taken.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Support for GRG Program would be eliminated	Clients would not be counseled & State Grant lost.
Reduction of in-home counseling	60% reduction of clients seen
Elimination of prevention seminars	No prevention or educational seminars in community

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
All Senior Services programs	Referrals and followup	Daily/Weekly
Senior Centers	All group support & edu. seminars cease	weekly
Affordable low-income counseling	All prevention programs would cease	weekly

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

Counseling provides an opportunity for seniors to receive professional services to prevent complex mental illnesses from interrupting their lives. Early intervention, support and education is vital for early detection and pervention from premature hospitalization and nursing home placement.

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Keith Robinson SOCIAL SECURITY # [REDACTED]

ADDRESS 34415 Vinita Clinton Township, MI 48035

DEPARTMENT Juvenile Justice Center

CLASSIFICATION Youth Specialist

TERMINATION DATE November 3, 2008

DATE OF HIRE June 9, 1980

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Keith Robinson DATE 11/6/08

INTERVIEWER'S SIGNATURE Mandy Strohm DATE 11/6/08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Michele Argent SOCIAL SECURITY # [REDACTED]

ADDRESS 42484 Parkside Circle Sterling Heights, MI 48314

DEPARTMENT Martha T. Berry

CLASSIFICATION Nurse Aide

TERMINATION DATE December 16, 2008

DATE OF HIRE May 14, 2007

REASON FOR LEAVING: () LAY OFF () RETIREMENT

() DISCHARGE () NORMAL

☒ RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Quality of care - not enough CENAs

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES ☒ NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES ☒ NO

I ☒ DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Michele R. Argent DATE 12/16/2008

INTERVIEWER'S SIGNATURE Liz Sumner DATE 12-18-08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Helen Merritt SOCIAL SECURITY # [REDACTED]

ADDRESS 11036 Longview Detroit, MI 48213

DEPARTMENT Martha T. Berry

CLASSIFICATION Nurse Aide

TERMINATION DATE January 14, 2009

DATE OF HIRE January 7, 2008

REASON FOR LEAVING: () REDUCTION IN FORCE () RETIREMENT

() DISCHARGE () NORMAL

(☒) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

LACK OF Supervision on 2nd unit

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?

() YES (☒) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (☒) NO

I (☒) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Helen Merritt DATE 1-29-09

INTERVIEWER'S SIGNATURE Liz Summons DATE 1-29-09

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME LaRita Shaw SOCIAL SECURITY # [REDACTED]

ADDRESS 27561 Harrison Woods Lane Harrison Township, MI 48045

DEPARTMENT Martha T. Berry

CLASSIFICATION Nurse Aide

TERMINATION DATE January 19, 2009

DATE OF HIRE August 18, 2008

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(☒) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

Going to school fulltime for LPN

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (☒) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (☒) NO

I (☒) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE LaRita Shaw DATE 1-20-08

INTERVIEWER'S SIGNATURE Liz Simmons DATE 1-20-08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Ronald Heckmann SOCIAL SECURITY # [REDACTED]

ADDRESS 23353 Easy St. Clinton Township, MI 48036

DEPARTMENT Sheriff

CLASSIFICATION Corrections Officer

TERMINATION DATE December 30, 2008

DATE OF HIRE April 7, 1987

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT
() DISCHARGE (X) NORMAL
() RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES (X) NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Ronald Heckmann DATE 11-25-08

INTERVIEWER'S SIGNATURE Mindy Hatcher DATE 12/25/08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Michael Kenel SOCIAL SECURITY # [REDACTED]

ADDRESS 9441 Island Drive Clay Township, MI 48001

DEPARTMENT Sheriff

CLASSIFICATION Deputy

TERMINATION DATE December 16, 2008

DATE OF HIRE July 1, 2005

REASON FOR LEAVING: () LAY OFF () RETIREMENT
() DISCHARGE () NORMAL
(X) RESIGNATION () DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

WENT to work for Clay Twp P.D. to closer
to home & family

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? (X) YES () NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE [Signature] DATE 12/19/08

INTERVIEWER'S SIGNATURE [Signature] DATE 12-19-08

MACOMB COUNTY HUMAN RESOURCES DEPARTMENT

EMPLOYEE EXIT INTERVIEW

NAME Michele Lavender SOCIAL SECURITY # [REDACTED]

ADDRESS 23821 Talbot St. Clair Shores, MI 48082

DEPARTMENT Sheriff

CLASSIFICATION Dispatcher

TERMINATION DATE Nov. 25, 2008

DATE OF HIRE March 14, 1994

REASON FOR LEAVING: () LAY OFF (X) RETIREMENT

() DISCHARGE () NORMAL

() RESIGNATION (X) DISABILITY

IF REASON FOR LEAVING IS RESIGNATION, PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE REGARDING THE REASON.

DO YOU HAVE A RESERVED PARKING SPACE IN THE COUNTY PARKING STRUCTURE?
() YES (X) NO

DO YOU BELONG TO A DEFERRED COMPENSATION PLAN? () YES (X) NO

I (X) DO () DO NOT AUTHORIZE THE RELEASE, TO THE MACOMB COUNTY BOARD OF COMMISSIONERS, OF THE INFORMATION ON THIS EXIT INTERVIEW FORM.

EMPLOYEE'S SIGNATURE Michele Lavender DATE 11/25/08

INTERVIEWER'S SIGNATURE Mindy Aiken DATE 11/25/08

RECYCLABLE PAPER

7a.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Receive and File Information on Vacant Budgeted Position Reporting
by Martha T. Berry, M.C.F.

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
Personnel Committee

COMMITTEE/MEETING DATE

Personnel 02-23-09



HUMAN RESOURCES DEPARTMENT


10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

February 18, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee & Committee Members

FROM: Douglas Fouty, Program Director, Personnel Services
Human Resources 

RE: Receive and File Information on Vacant Budgeted Position Reporting
by Martha T. Berry, M.C.F.

On February 3, 2009, Human Resources met with the Director and the Business Manager of Martha T. Berry to discuss various Human Resources support activities utilized by Martha T. Berry in regard to the implementation of the Joint Operating Agreement (JOA). This resulted in a follow-up meeting on February 13, 2009, with Martha T. Berry, Human Resources and Finance, to clarify several business working arrangements.

The Director of Martha T. Berry informed the Human Resources Department that the Social Services Board will be reviewing position vacancies and determining reconfirmations within their authority under the JOA. I reviewed this with Corporation Counsel and they concur the Social Services Board has the authority under the JOA. As a result, Martha T. Berry vacancies will no longer be included in the Vacant Budgeted Position Reconfirmation List for the Personnel Committee Agenda.

However, Martha T. Berry will continue to use the Human Resources Department hiring process to fill their vacancies. The Human Resources position control system will continue to monitor their positions in accordance with the department personnel budget.

MACOMB COUNTY BOARD OF COMMISSIONERS

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Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
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Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
Irene M. Kepler - District 21
Frank Accavitti Jr. - District 22

Kathy Tocco
District 20
Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Receive and File an Update on the Health Care Eligibility Audit

INTRODUCED BY: Commissioner Robert Mijac, Chairperson

Personnel Committee

COMMITTEE/MEETING DATE

Personnel 02-23-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

February 12, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

To: Commissioner Robert Mijac, Chairperson
Personnel Committee & Committee Members

From: Douglas Fouty, Program Director
Human Resources *[Signature]*

RE: Receive and File Update on the Health Care Eligibility Audit

To summarize, Macomb County contracted with Next Generation Enrollment (NGE) to conduct a comprehensive audit of Macomb County health care participants. In July 2008, Macomb County and NGE started a comprehensive effort to review participants in BCBSM, BCN, HAP and Delta Dental for enrollment eligibility. Without regard to information in Human Resources files, all retirees and employees with a spouse and/or dependent participants were to resubmit their documentation for this audit.

Human Resources received two NGE reports. The first was an ongoing report to investigate cases. From the report, we identified 17 potential ineligible participants. At this time, the cases for reimbursement appear to be retirees employed elsewhere with health care available to them at no premium cost.

On the second report, NGE provided Human Resources with a list of significantly incomplete and non-compliance employees and retirees. NGE had fulfilled its contractual obligation to obtain the information and one final effort by Human Resources was made to obtain compliance. We aggressively pursued compliance from every employee and retiree on the final lists. The intent was to obtain audit compliance and not cancel their insurance.

This effort included a first class letter to the non-compliant employees and retirees followed with a certified letter, if there was no prompt response. Retirees and/or their personal representatives were also called.

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
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Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members
February 12, 2009
Page 2

The outcome of this final effort resulted in eight (8) retirees having their health care insurance cancelled as of November 30, 2008. Of this group, seven (7) are eligible to be on the County health care but refused to comply.

Of the employee group, seventeen (17) employees had thirty (30) dependents cancelled for refusing to comply with the audit. From our records, all the dependents appear to be eligible to participate in County health care plans.

The individuals are re-enrolling as they comply with the audit, and will be re-instated pursuant to acceptance by the health care provider.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend a Title Change only for one (1) vacant Account Clerk,
_____ Senior position to Data Entry Clerk and reconfirm the vacancy in the
_____ Office of the Friend of the Court

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel _____ 02-23-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

February 12, 2009

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Douglas J. Fouty, Program Director – Personnel Services
Human Resources

RE: Recommend a title change only for one (1) vacant Account Clerk, Senior position to Data Entry Clerk and reconfirm the vacancy in the Office of Friend of the Court

The Friend of the Court has requested a title change for one (1) vacant Account Clerk, Senior position to Data Entry Clerk, and reconfirmation of the vacant position due to the retirement of Joyce Stauch, effective December 31, 2008.

The Human Resources Department has reviewed this request and concurs that the responsibilities of this position, as it relates to the imaging function of the Friend of the Court, warrants a change in classification from Account Clerk, Senior to Data Entry Clerk.

This request is for a title change only and as both classifications are in the same pay grade, it will require no additional funds nor have a cost to the County.

The Human Resources Department recommends approval of this title change and reconfirmation of the position.

DJF/mb
Attachment

cc: Lynn Davidson, Friend of the Court

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
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William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26

The Circuit Court
For
The Sixteenth Judicial Circuit of Michigan

RECEIVED
FEB 03 2009
HUMAN RESOURCES

Circuit Judges

RICHARD L. CARETTI, Chief Judge
JAMES M. BIERNAT, SR., Chief Judge, Pro Tempore
DONALD G. MILLER, Presiding, Civil/Criminal
ANTONIO P. VIVIANO, Presiding, Family
PETER J. MACERONI
MARY A. CHRZANOWSKI
MARK S. SWITALSKI
EDWARD A. SERVITTO, JR.
MATTHEW S. SWITALSKI
DIANE M. DRUZINSKI
TRACEY A. YOKICH
JOHN C. FOSTER
DAVID F. VIVIANO



February 2, 2009

LYNN M. DAVIDSON
Friend of the Court

DAVID T. ELIAS
Family Court Counsel/Referee

THOMAS F. BLOHM
Enforcement Division Director

LYNDA L. GRILLO
Clerical Services Supervisor

Mr. Douglas J. Fouty
Program Director, Personnel Services
Human Resources Department
10 North Main Street
Mt. Clemens, MI 48043

Re: Request for Reconfirmation – Data Entry Clerk

Dear Mr. Fouty:

I am requesting reconfirmation of Joyce Stauch's former position. Ms. Stauch retired on December 31, 2008. Ms. Stauch worked in our Imaging department and was classified as an Account Clerk, Senior. However, when the Imaging department was developed in the Friend of the Court Office, instead of hiring new employees, personnel was taken from other Friend of the Court departments to fill these categories. This position should truly be a Data Entry Clerk. The positions of Account Clerk, Senior and Data Entry Clerk are the same salary range, that being \$29,623.49 to \$33,855.42 (2007 range). Therefore, I am requesting that the title be changed from Account Clerk, Senior to that of Data Entry Clerk, which is more in line to the duties that this position is responsible for.

I am also requesting that the position of Data Entry Clerk be reconfirmed and posted as quickly as possible. This position is a support enforcement related position and, as such, is funded 66% of the salary and fringes through the Cooperative Reimbursement Contract that the County of Macomb, Friend of the Court has entered into with the State of Michigan.

Should you need further information, please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Lynn M. Davidson".
LYNN M. DAVIDSON
FRIEND OF THE COURT

/encl.

cc: Eric A. Herppich, Div. Director, Labor Relations, Human Resources Department

40 N. Main Street, Mount Clemens, Michigan 48043 (586) 469-5160

Macomb County
Position Analysis Questionnaire

FEB 03 2009

HUMAN RESOURCES

Employee Name: Joyce Stauch

Classification Title and Department: Data Entry Clerk/Friend of the Court

Division/Program Assignment: Imaging Department

Describe how this position is funded: 34 % 66 % %
County Grant Other

Classification Purpose:

In one or two sentences, describe the primary purpose of the classification or why the classification exists in the organization.

This individual is responsible for quality control as well as indexing documents into our OnBase Imaging System.

Organization Information: *(Please attach a current organization chart)*

Briefly describe the mission and role of the department or program area including services provided and any other information that will enhance the understanding of how the classification functions within the department.

Attached is a current organizational chart. The Imaging section of the Friend of the Court Office takes all incoming documents, mail, court orders, pleadings, or any other documentation that is received by the Friend of the Court Office and it is imaged. Once the document has been imaged, it is sent electronically to quality control to determine and assure that the image is readable and then it is assigned either to an individual for review or placed into the proper file that the document belongs to. The document is then routed to persons who need to see this information. The Friend of the Court Office is in the process of imaging all files to do away with hard copy files, which will ultimately save office space and staffing requirements.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Clerical Services Supervisor	1
Same Classification Within Department or Program	Account Clerk, Senior Data Entry Clerk	1
Other Classifications Reporting to this Immediate Supervisor	Dictation Clerk Data Maintenance Supervisor Data Maintenance Clerk Account Clerk, Senior Cashier II Data Entry Clerk	80

	Recorder Secretary Court Services Supervisor Typist Clerk, Senior Typist Clerk Receptionist/Supply Clerk Telephone Operator Administrative Secretary	
Classifications Directly Supervised by this Classification (if applicable)	None	

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

This classification provides work direction to two Data Entry Clerks, one Typist Clerk, Senior and one Typist Clerk. A Typist Clerk is assisting in backfilling records into the Imaging System, the Typist Clerk, Senior is responsible for opening all mail and providing that information to the scanners. The Data Entry Clerks are scanning and directing documents, filling batches of documents to scan and direct or index to other department employees.

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The problems and challenges confronted by this classification are quite important, as the documents that are being imaged must be readable, as that is the full record of the case within the Friend of the Court Office, as there are no longer hard copy files. If the information is imaged and the quality and legibility is not correct, the information would be useless. Further, this employee must be able to route the documents into the correct file, as well as forward this information to any of the other 124 Friend of the Court employees in order to have an accurate, complete file.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, Transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Assists in opening all mail and prepping all documents for scanning	10%	Daily	Imaging is not statutorily mandated. However, the statutes that require the Friend of the Court to perform those duties would entail the processing of all

				incoming/outgoing documentation and, therefore would be considered a mandated required service of the Friend of the Court. There are over 250 document types to determine.
2	Reviews all incoming and outgoing documents to determine the type of document it is and how it should be bar-coded so that they may be indexed into the OnBase System.	45%	Daily	See above
3	Proof reads and verifies the accuracy of all data that is entered.	20%	Daily	See above
4	Reviews pleadings on new cases and has the case set up in the OnBase System.	5%	Daily	See above
5	Reviews and processes returned mail.	5%	Daily	See above
6	Types a variety of materials including Court order information onto Court order history cards into the OnBase System.	7%	Daily	See above
7	Acts as backup for pickup of mail from the County Mail Room.	5%	Weekly	See above
8	Backup for Typist Clerk, Senior in scanning all incoming and outgoing documents.	5%	Weekly	See above
9	Separates, sorts and indexes documents into the OnBase System	30%	Daily	See above
10	Operates standard office equipment such as scanners, personal computers, word processors, facsimile machines, copiers	20%	Daily	See above

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

	<u>2006</u>	<u>2007</u>	<u>2008</u>
Mail/documents processed	85,000	93,000	93,500
FOC Caseload	41,585	49,030	49,500

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

The person in this classification must be able to prepare all documents (incoming and outgoing) for scanning to make sure that they are able to be scanned appropriately. This person must be able to identify over 250 different document types and determine where those document types should be indexed into the OnBase imaging system and ultimately into the proper file. This person inputs documents into the OnBase Imaging system and routes documents to the appropriate Friend of the Court departments and/or employees. The type of decisions this person makes is to determine the appropriate document type and then that it is sent to the appropriate section, department and/or employee, which is very important to keep our electronic filing system accurate, so all documents that are placed in a particular file relate to that particular file.

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
The reduction of incoming and outgoing documents into the OnBase document scanning system.	Would create a backlog in all types of work that Friend of the Court employees do as to enforcement, recommendations, investigations and the processing of day to day duties for the remaining Friend of the Court employees
	The quality of documents scanned.
	Inaccuracy of files because they are not current.

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly.) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

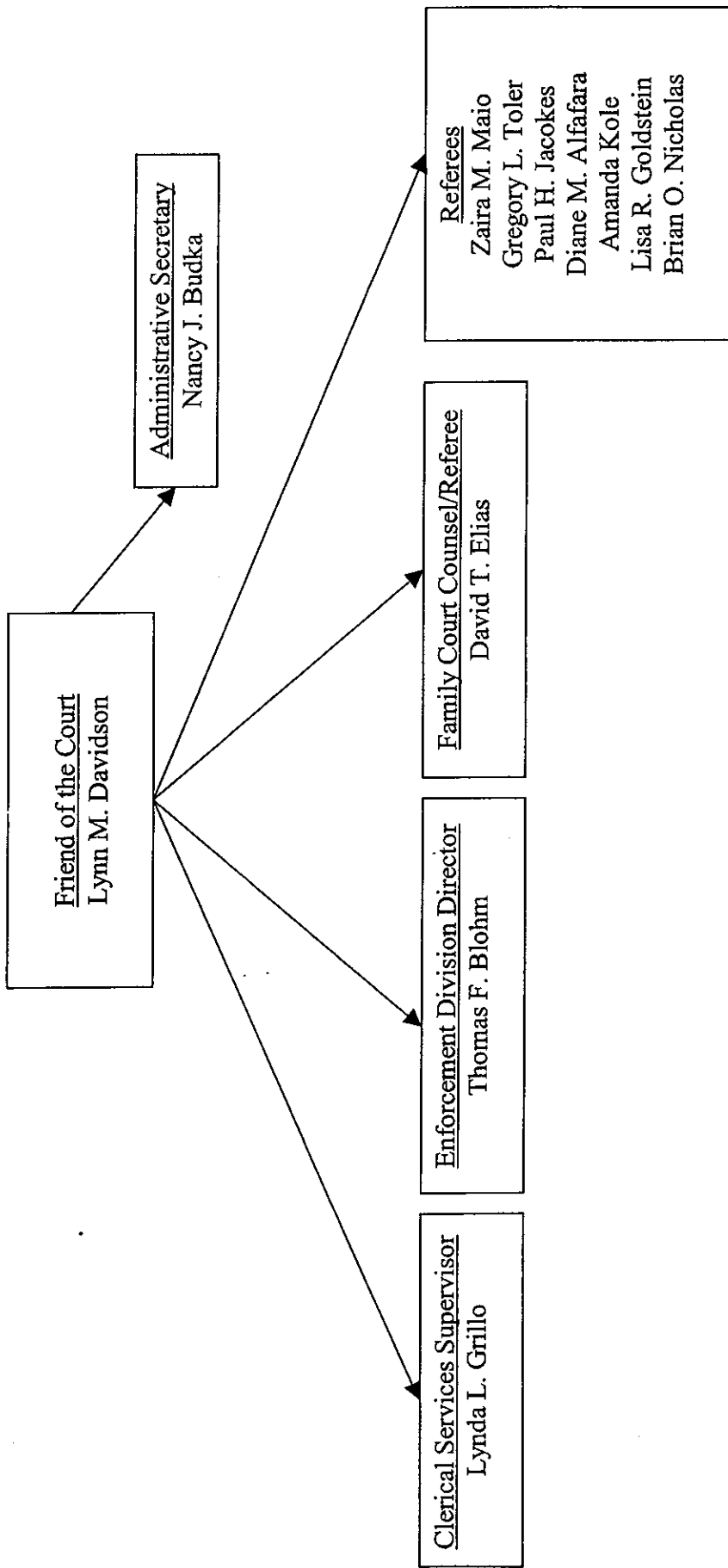
Position/Department	Nature of Contact	Frequency
Data Entry Clerk, Imaging Section of the Friend of the Court Office	Mail personnel for all incoming and outgoing documents, Court personnel as it relates to proposed and/or Court orders	Daily
Mail personnel	Mail personnel for all incoming and outgoing documents, Court personnel as it relates to proposed and/or Court orders	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

Originally, this position was labeled Account Clerk, Senior and this position was taken from our Cashier section to implement the Imaging section of the Friend of the Court Office. The Account Clerk, Senior and the Data Entry Clerk positions are paid the same salary range. Inasmuch as this position is now vacated, the titled change should be corrected and it should be listed as a Data Entry Clerk.

FRIEND OF THE COURT ORGANIZATIONAL CHART



Enforcement Division Director
Thomas F. Blohm

IV-D Technician
Eric C. Auensen

Interstate Section

Judicial Service Officer/Attorney
R. Daniel McLean

Interstate Investigators
Bernadette M. Russell
Terese A. Spurling

Judicial Service Officers
Mary C. Duross
Carolyn Fasulo McInnis
Catherine M. Cole
John E. Lewis
Sherry L. Cochran
Lona A. Julien
Laura W. Keeth
Pamela E. Hinchiffe
Dayna Erbe-Cristofori
Vacancy

Medical Enforcement

Medical Program Specialists
Kathy C. Hessler
Leslie A. Rejniak

Warrant Division

Enforcement Investigator
Laura J. Tucker

Sheriff Deputies (4)
currently
Larry Cox
Michelle Williams
Mike Vandenboom
Stephen Sieradzki

Enforcement Division Director
Thomas F. Blohm

Warrant Division

Enforcement Investigator
Laura J. Tucker

Sheriff Deputies (4)
currently
Larry Cox
Michelle Williams
Mike Vandenboom
Stephen Sieradzki

Medical Enforcement

Medical Program Specialists
Kathy C. Hessler
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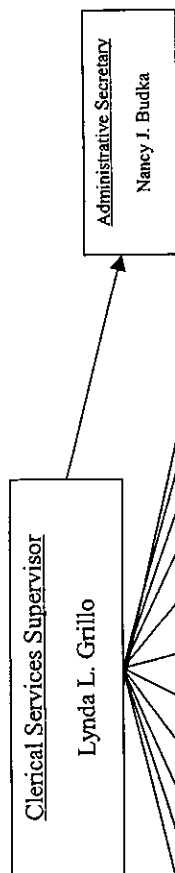
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Catherine M. Cole
John E. Lewis
Sherry L. Cochran
Lona A. Julien
Laura W. Keeth
Pamela E. Hinchiffe
Dayna Erbe-Cristofori
Vacancy

Interstate Section

Judicial Service Officer/Attorney
R. Daniel McLean

Interstate Investigators
Bernadette M. Russell
Terese A. Spurling

IV-D Technician
Eric C. Auensen



Dictation Clerks

Data Maintenance

Accounting

Cashier Dept

Referee Dept

Court Services

Imaging Dept

Support Investigation

Medical Enforcement

Reception

General Enforcement

Dictation Clerks
Jean Job
Laurel Carter
Theresa Sieradski
Theresa Marcotte
Patricia Pelyak
Michele Sobieski
Lenore Langton
Diane Frank
Heather Kearney
Michele Russell
Sheri Zalenko
Alice Foreman
Sandy MacCallumhor
Kam Patterson
Tara Nixon
Anita Bowlin
Paula Trocino
Carrie Lynch
Kristin Mullin
Karen Nies
Judy Goodman

Data Maintenance Supervisor
Annette Rogan

Data Maintenance Clerks
Leocadia Breasbois
Mary Sprader
Gina Vitella
Virginia Gibbs
Anna Arketa
Tammy Hunt
Sherrie Connelly
Renee Key
Mary Goike

Account Clerk Seniors
Karen Kapernick
Elaine Kelly
Lori Ferdig
Susan Weaver
Tammy Nader

Cashier II
Tracy Howard

Account Clerk Seniors
Kathy Kobylarz
Diane Westlake
Data Entry Clerks
Diana Otterson
Matthew Walny
Susan Sheridan

Recorder Secretaries
Paulette Soggs
Melanie Barton
Laura Johnston
Irma Szczesny
Christine Holcomb
Vivian Yonce
Elizabeth Lary
Karen Pillar
Carol Stauch

Court Services Supervisor
Nancy DePasquale

Typist Clerk Sr's Bench Warrants
Barbara Sny
Typist Clerk Sr's Dispositions
Linda Wallis
Vicky Hessler
Vacancy
Typist Clerks
Caroline Roberts
Lorraine Watson
Vacancy (2)

Account Clerk Seniors
Barbara Badalucco
Vacancy
Data Entry Clerks
Christine Evans
Kelley VanDanne
Typist Clerk Senior
Judith Tischbein
Typist Clerk
Damika Doles

Typist Clerks
Sheryl Olkowski
Deborah Treadwell
Dolly Carlos

Typist Clerks
Kelley Bartle
Colyn Wheaton

Receptionist/Supply Clk
Jessica Mazzola
Telephone Operator
Deborah Barnes
Typist Clerk
Carol Lucas
Jennifer Kowalski

Data Entry Clerks
Debra Evans
Susan Jearlds
Donna Hamel
Typist Clerk Sr
Justin Marshall

Temporary Clerical
none

RECYCLABLE PAPER

9a.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend Authorization to Add Seven (7) Full-time Positions in the
_____ Macomb County Community Services Agency as a result of the Economic
_____ Recovery and Reinvestment Act of 2009

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

COMMITTEE/MEETING DATE

Personnel 02-23-09



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

February 18, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee & Committee Members

FROM: Douglas J. Fouty, Program Director, Personnel Services
Human Resources

RE: Recommend Authorization to Add Seven (7) full-time Positions in the
MCCSA Department as a result of the Economic Recovery and
Reinvestment Act of 2009

The Director of MCCSA has reviewed the Economic Recovery and Reinvestment Act of 2009 and identified significant new Federal funding for the MCCSA programs. He is requesting to hire a total of seven (7) full-time positions as a result of this funding.

I have reviewed his letter, dated February 5, 2008, and concur Macomb County needs to be proactive in obtaining the funds and implementing the expanded programs expeditiously.

As there is no cost to the County for these positions, the Human Resources Department concurs in the request to create and post four (4) full-time Inspector I positions and three (3) full-time Field Worker positions, as identified in the Director's letter, when the appropriate grant funds are obtained by Macomb County.

DJF/mb
Attachments

MACOMB COUNTY BOARD OF COMMISSIONERS

Andrey Duzyj - District 1
Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerri - District 4
Susan L. Doherty - District 5

Sue Rocca - District 7
David Flynn - District 8
Robert Mijac - District 9
Ken Lampar - District 10
Ed Szczepanski - District 11

James L. Carabelli - District 12
Don Brown - District 13
Brian Brdak - District 14
Keith Rengert - District 15
Carey Torrice - District 16

Paul Gielegem
District 19
Chairman

Kathy Tocco
District 20
Vice Chair

Ed Bruley - District 17
Dana Camphous-Peterson - District 18
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Joan Flynn
District 6
Sergeant-At-Arms

William A. Crouchman - District 23
Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



COMMUNITY SERVICES AGENCY



Est. 1964

21885 Dunham Road, Suite 10
Clinton Township, Michigan 48036
586-469-6999 FAX 586-469-5530
macombcountymi.gov/mccsa

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HUMAN RESOURCES

Frank T. Taylor
Director

February 5, 2008

TO: Doug Fouty, Division Director Personnel Services
Macomb County Human Resources

FR: Frank Taylor, Director
Macomb County Community Services Agency

RE: Request to Hire Seven (7) Additional Full-Time Positions

In anticipation of receiving additional federal funds, we respectfully request the creation and posting of seven (7) full-time budgeted positions. The positions are as follows:

- (4) Full-time Inspector I's; and
- (3) Full-time Field Workers

The individuals under the classification of Inspector I, under the direction of the Community Operations Coordinator, is charged with conducting the required energy audit, pre-inspection and post-inspection functions of the Weatherization Assistance Program.

The individuals under the classification of Field Worker, under the direction of the Community Operations Coordinator, provides direct emergency services to customers such as assistance with utility shut-offs, eviction, mortgage issues, as well as referrals for emergency and supplemental food, Head Start, Chore and Weatherization. The Field Worker also provides free income tax preparation assistance to low-income individuals and families.

The position analysis questionnaire on each position is attached. These positions will be grant funded. No County funds will be used to support these positions.

When grant funds become available, it is essential that these positions be filled. If you have any questions, please contact me.

MACOMB COUNTY BOARD OF COMMISSIONERS

Paul Gielegem
District 19
Chairman

Kathy Tocco
District 20
Vice-Chair

Joan Flynn
District 6
Sergeant-At-Arms

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Programs and services are sponsored by the Macomb County Board of Commissioners and State and Federal grants. MCCSA complies with the Civil Rights Act of 1964, the Michigan Handicappers Civil Rights Act, and the Americans with Disabilities Act of 1990. To inquire about reasonable accommodations for persons with disabilities please contact MCCSA. TDD: 586-469-5962.

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HUMAN RESOURCES

Describe how this position is funded:

%	100	%
<u>County</u>	<u>Grant</u>	<u>Other</u>

The Field Worker in the Community Action Centers acts as the main contact and entry point for low-income customers seeking services with Macomb County Community Services Agency. The Field Worker provides direct emergency services to customers such as assistance with utility shut-offs, eviction, mortgage issues, as well as referrals for emergency and supplemental food, Head Start, Chore and Weatherization. The Field Worker is also trained in providing free tax preparation assistance to lower income individuals and families.

Utilizing a case management approach, the goal of the Field Worker is to provide customer information, assistance and support through an array of programs and services which will lead the customer toward self-sufficiency.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Site Supervisor	1
Same Classification Within Department or Program	Field Worker	2
Other Classifications Reporting to this Immediate Supervisor	Clerk Typist/Field Worker	2
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

None

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

There are several challenges involved in performing the tasks of a Field Worker. They consist of but are not limited to: dealing with multiple funding sources with rapidly changing funding levels, guidelines, and qualifications. The community need far exceeds the ability to provide services, and customers who are sometimes uncooperative and become hostile. There can be a significant wait list to those who are applying for emergency services.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Providing emergency services to low income people	34%	Daily	Yes
2	Providing information and referral by phone	30%	Daily	Yes
3	Customer intake and assessment	20%	Daily	Yes
4	Collaboration with outside resources	5%	Daily	Yes
5	Contact with Utility and Mortgage companies	5%	Daily	Yes
6	Compiles data and reports	5%	Daily	Yes
7	Attends off site meetings and trainings	1%	Occassional	No
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

On an annual basis, a Field Worker assists in helping nearly 4,000 individuals with utility, shelter, and food issues, provides over 1,000 households with free tax preparation assistance, generating over 1 million dollars in credits and returns in to the local economy, registers over 300 hundred households for Weatherization assistance, and makes hundreds of referrals for clothing, supplemental food, outreach, and other community resources.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

None

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Inability to execute Grants expectations	Loss of Grant funds

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Site Supervisor	Assignments, guidance, and assistance	Daily
Community Partners (many)	Collaboration and information	Daily
Community Operations Coordinator	Operations and programmatic issues	Occassional

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

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HUMAN RESOURCES

Describe how this position is funded:

<u> %</u>	<u>100 %</u>	<u> %</u>
County	Grant	Other

The Weatherization Inspector is charged with conducting the required Energy Audit, Pre-Inspection and Post-Inspection functions of the Weatherization Assistance Program. They are required to train and receive certification from the State of Michigan to conduct these functions.

The Weatherization Assistance Program provides energy audits and the installation of energy saving measures to low-income households in Macomb County. These energy saving measures may include caulking, weatherstripping, insulation, refrigerator replacement, furnace repair and replacement and water heater repair and replacement. These services have proven to save the average homeowner an average of 30% on the homes energy consumption and utility bills.

Describe how the classification fits into the context of the department or program area.

Organization Relationships	Position Title(s)	# in Position
Immediate Supervisor of this Classification	Community Operations Coordinator	1
Same Classification Within Department or Program	Weatherization Inspector	2
Other Classifications Reporting to this Immediate Supervisor	Inspector II and Weatherization Acct. Clerk I/II	2
Classifications Directly Supervised by this Classification (if applicable)	None	0

If this classification is responsible for providing work direction (but not direct supervision) for one or more classifications, list the name of the classifications involved and describe the nature of work direction provided.

N/A

Problem Solving Challenges:

Describe the problems and challenges confronted by the classification. Please provide an example of a typical and complex work situation.

The Inspector must inspect homes of usually older stock in Macomb County. Must crawl into confined areas such as attics, crawl spaces, under mobile homes, in dirt, mud, and snow. The Inspector must deal with dogs and other animals, children, uncooperative and sometimes hostile customers. The Inspector must also contend with customers missing appointments.

Functions and Responsibilities:

In order of their importance, describe the essential job functions and/or responsibilities of the classification. Indicate the approximate percent of time dedicated to each function. If a function is less than 5% of the allocated time, the activity is not a key responsibility and does not need to be listed. Also, indicate the frequency (daily, weekly, monthly) in which the function is performed.

These responsibilities may be described in one sentence including the function itself and the expected outcome. For example, transcribe, edit and word-process proposals and general correspondence for a manager and ten counselors in a timely and accurate manner.

#	Function/Responsibility	% Time	Frequency	Statutorily Mandated
1	Inspects homes and specific jobs	30%	Daily	Yes
2	Enters and compiles data on computerized systems	30%	Daily	Yes
3	Informs clients as to the type of work to be done	5%	Daily	Yes
4	Performs required Health and Safety Inspections	5%	Daily	Yes
5	Performs diagnostic testing on the home	20%	Daily	Yes
6	Travels throughout Macomb County to work sites	10%	Daily	Yes
7				
8				

Quantifiable Workload Data:

Provide statistical information of the workload over a three (3) year period (attach additional information if necessary)

On average, the Weatherization Program inspects approximately two hundred (200) jobs annually. Each unit requires both a pre and post inspection totaling over 400 inspections per year. With additional grant funds it is expected that we must complete six hundred (600) to eight hundred (800) jobs annually.

Decision Making Authority and Responsibility:

Describe decisions that this position is able to take action on without specific instructions from the immediate supervisor. Please provide one to two examples.

None

Scope Information:

If this classification was eliminated what would be the impact on the Department's operations.

Impact on Operations	Measure of Impact
Would not meet grant expectations	Loss of Grant funds

Key Customers:

Describe up to three of the most important contacts this position has with individuals employed by or doing business with the County. Include the position and the nature of the contact with that individual and the frequency (daily, weekly, monthly) Contact may involve exchanging and obtaining information, problem solving, coordinating events and projects, etc.

Position/Department	Nature of Contact	Frequency
Weatherization Inspector II	Job design, assignment, and workload	Daily
Community Operations Coordinator	Schedule, hours and programmatic issues	Daily
Weatherization Account Clerk I/II	Appointments, supplies, support	Daily

Additional Information:

Provide any additional information that describes the scope and complexity of the position and its business necessity to the department.

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96.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____
AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Receive and File Report from Gabriel, Roeder, Smith & Company _____

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson _____
_____ Personnel Committee _____

COMMITTEE/MEETING DATE

Personnel _____ 02-23-09 _____



HUMAN RESOURCES DEPARTMENT

10 N. Main St., 4th Floor
Mount Clemens, Michigan 48043
586-469-5280 Fax 586-469-6974
macombcountymi.gov

February 19, 2009

Labor Relations:
Eric A. Herppich
469-7241

Personnel Services:
Douglas J. Fouty
469-6126

TO: Commissioner Robert Mijac, Chairperson
Personnel Committee and Committee Members

FROM: Eric A. Herppich, Division Director, Labor Relations
Human Resources

RE: Receive and File Report from Gabriel, Roeder, Smith & Company

Pursuant to Public Act 728, I have attached a report from Gabriel, Roeder, Smith & Company, the actuary for the Macomb County Employees' Retirement System, outlining the financial impact of the changes to the Retirement System, based upon tentative agreements reached through Collective Bargaining.

The report reflects an estimate of reduced Employer contributions resulting from negotiated changes.

EAH/mb
Attachment

MACOMB COUNTY BOARD OF COMMISSIONERS

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Marvin E. Sauger - District 2
Phillip A. DiMaria - District 3
Toni Mocerì - District 4
Susan L. Doherty - District 5

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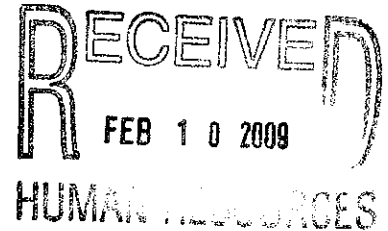
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Vice Chair

Joan Flynn
District 6
Sergeant-At-Arms

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Michael A. Boyle - District 24
Kathy D. Vosburg - District 25
Jeffery S. Sprys - District 26



February 9, 2009

Mr. Eric Herppich
Division Director – Labor Relations
Macomb County
10 North Main, 4th Floor County Building
Mt. Clemens, MI 48043

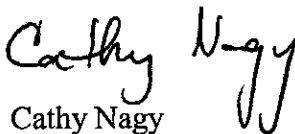
Re: Proposed Benefit Changes for General County Members

Dear Eric:

Enclosed is a supplemental actuarial valuation for General County members in the Macomb County Employees Retirement System and Retiree Health Care Plan.

Please call if you have any questions regarding the calculations enclosed.

Sincerely,

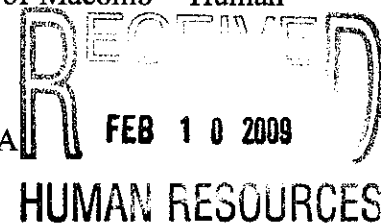

Cathy Nagy

CN:lr
Enclosures

cc: W. James Koss, GRS
Francois Pieterse, GRS

**PROPOSED BENEFIT CHANGES FOR GENERAL COUNTY MEMBERS OF THE
MACOMB COUNTY EMPLOYEES RETIREMENT SYSTEM
AS OF DECEMBER 31, 2007 (DECEMBER 31, 2006 FOR THE RETIREE
HEALTH CARE PLAN)**

Requested By: Eric Herppich, Division Director, Labor Relations, County of Macomb – Human Resources
Date: February 9, 2009
Submitted By: Cathy Nagy, FSA, MAAA and W. James Koss, ASA, MAAA
Gabriel, Roeder, Smith & Company



This report contains an actuarial valuation of a proposed change in benefits for General County members of the Macomb County Employees Retirement System and the Retiree Health Care Plan. The actuaries issuing this report are Members of the American Academy of Actuaries and meet the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion contained herein.

The date of the valuation was December 31, 2007 (December 31, 2006 for Retiree Healthcare). This means that the results of the supplemental valuations indicate what the December 31, 2007 (December 31, 2006 for Retiree Healthcare) valuation would have shown if the proposed benefit changes had been in effect on that date. Supplemental valuations do **not** predict the result of future actuarial valuations. Rather, supplemental valuations give an indication of the probable long-term cost of the **benefit change only** without comment on the complete end result of the future valuations.

Actuarial assumptions and methods were consistent with those used in the regular actuarial valuation of the Retirement System and Retiree Health Care Plan on the valuation date, unless otherwise noted (see Comment 6). Actuarial assumptions are adopted by the Retirement Board of Trustees. In particular:

- The assumed rate of interest was 7.50% (6.00% for Retiree Healthcare).
- Payroll was assumed to increase 5.00% per year.
- Changes in Accrued Liability were amortized over 20 years (30 years for Retiree Healthcare).

It is our understanding that benefits for current inactive or retired members (including members currently in the DROP) would not be affected by the proposed benefit changes.

A brief summary of the data, as of December 31, 2007 (December 31, 2006 for Retiree Health Care Plan), used in this valuation is presented on the following pages.

**PROPOSED BENEFIT CHANGES FOR GENERAL COUNTY MEMBERS OF THE
MACOMB COUNTY EMPLOYEES RETIREMENT SYSTEM
AS OF DECEMBER 31, 2007 (DECEMBER 31, 2006 FOR THE RETIREE
HEALTH CARE PLAN)**

Retirement System (December 31, 2007):

Group	Active Members			
	Number	Covered Payroll	Average in Years	
			Age	Service
General County	1,825	\$83,093,296*	45.0 yrs.	8.7 yrs.

* Excludes pay for members electing the DROP.

Retiree Health Care Plan (December 31, 2006):

Group	Active Members			
	Number	Covered Payroll	Average in Years	
			Age	Service
General County	1,956	\$85,539,496	45.3 yrs.	8.9 yrs.

**MACOMB COUNTY PROPOSED BENEFIT CHANGES
FOR GENERAL COUNTY MEMBERS
EMPLOYEES RETIREMENT SYSTEM (AS OF DECEMBER 31, 2007)**

PRESENT PROVISIONS:

Retirement Eligibility: Current and future new member may retire on or after age 55 with 25 or more years of service, age 60 with 8 or more years of service, or if the sum of age and service equals 70 points (minimum age 50). Note that RN's and LPN's cannot retire under the 70 point provision.

Retirement Benefits: 2.4% for the first 26 years of service and 1% thereafter (General County RN's and LPN's 2.2%). Maximum employer financed pension is 65% (66% for UAW Senior citizen services; RN's and LPN's).

FAC Period: 4 years (5 years for RN's and LPN's)

Member Contributions: 3.50% of annual compensation (2.50% for RN's and LPN's)

PROPOSED PROVISIONS:

FOR MEMBERS HIRED ON OR BEFORE JANUARY 1, 2002:

Retirement Eligibility: A member may retire on or after age 55 with 25 or more years of service, age 60 with 8 or more years of service, or if the sum of age and service equals 70 points (minimum age 50). Note that RN's and LPN's cannot retire under the 70 point provision.

Retirement Benefits: 2.4% for the first 26 years of service and 1% thereafter (General County RN's and LPN's 2.2%). Maximum employer financed pension is 65% (66% for UAW Senior citizen services; RN's and LPN's).

FAC Period: 4 years (5 years for RN's and LPN's)

Member Contributions: 3.50% of annual compensation (2.50% for RN's and LPN's)

FOR MEMBERS HIRED AFTER JANUARY 1, 2002:

Retirement Eligibility: A member may retire on or after age 55 with 25 or more years of service or age 60 with 8 or more years of service.

Retirement Benefits: 2.2% of FAC. Maximum employer financed pension is 66%.

FAC Period: 5 years

Member Contributions: 2.50% of annual compensation

**MACOMB COUNTY PROPOSED BENEFIT CHANGES
FOR GENERAL COUNTY MEMBERS
EMPLOYEES RETIREMENT SYSTEM (AS OF DECEMBER 31, 2007)**

Actuarial Statement

The financial effect of the proposal is shown below:

	<u>Present Benefits</u>	<u>Proposed Benefits</u>	<u>Difference</u>
Normal Cost of Benefits	17.65%	14.46%	(3.19)%
Member Contribution	2.84%	2.43%	(0.41)%
County Normal Cost	14.81%	12.03%	(2.78)%
Accrued Liability	\$484,802,548	\$491,463,255	\$6,660,707
Valuation Assets	542,152,273	542,152,273	-
Unfunded Liability	(57,349,725)	(50,689,018)	6,660,707
Amortization Payment	(3.62)%	(3.20)%	0.42%
Contribution for Fiscal Year 2009:			
County Contribution Rate	11.19%	8.83%	(2.36)%
\$ Contribution	\$ 11,940,369	\$ 9,422,262	\$(2,518,107)

* Contribution rates are calculated as a percentage of the payroll of all active members (including those in the DROP).

The figures shown above are based on the December 31, 2007 actuarial valuation. Please remember that these changes, if adopted, would likely impact the December 31, 2008 valuations. These valuations are completed in the summer of 2009 and are based on member data and financial results as of December 31, 2008, neither of which is available to us at this time.

**MACOMB COUNTY PROPOSED BENEFIT CHANGES
FOR GENERAL COUNTY MEMBERS
RETIREE HEALTH CARE PLAN (AS OF DECEMBER 31, 2006)**

PRESENT PROVISIONS:

Retirement Eligibility: Current and future new members may retire on or after age 55 with 25 or more years of service, age 60 with 8 or more years of service, or if the sum of age and service equals 70 points (minimum age 50). Note that RN's, LPN's and UAW Senior Citizen Services cannot retire under the 70 point provision. For employees hired on or after January 1, 2006 health care coverage for the retiree and the spouse is available after 15 years of service.

PROPOSED PROVISIONS:

FOR MEMBERS HIRED ON OR BEFORE JANUARY 1, 2002:

Retirement Eligibility: A member may retire on or after age 55 with 25 or more years of service, age 60 with 8 or more years of service, or if the sum of age and service equals 70 points (minimum age 50). Note that RN's, LPN's and UAW Senior Citizen Services cannot retire under the 70 point provision. For employees hired on or after January 1, 2006 health care coverage for the retiree and the spouse is available after 15 years of service.

FOR MEMBERS HIRED AFTER JANUARY 1, 2002:

Retirement Eligibility: A member may retire on or after age 55 with 25 or more years of service or age 60 with 8 or more years of service. For employees hired on or after January 1, 2006 health care coverage for the retiree and the spouse is available after 15 years of service.

**MACOMB COUNTY PROPOSED BENEFIT CHANGES
FOR GENERAL COUNTY MEMBERS
RETIREE HEALTH CARE PLAN (AS OF DECEMBER 31, 2006)**

Actuarial Statement

The financial effect of the proposal is shown below:

	<u>Present Benefits</u>	<u>Proposed Benefits</u>	<u>Difference</u>
County Normal Cost	\$ 31,877,532	\$ 24,728,095	\$ (7,149,437)
Accrued Liability	\$656,431,314	\$670,014,854	\$13,583,540
Valuation Assets	<u>86,860,756</u>	<u>86,860,756</u>	<u>-</u>
Unfunded Liability	569,570,558	583,154,098	13,583,540
Amortization Payment	22,348,447	22,881,429	532,982
Contribution for Fiscal Year 2008* :			
\$ Contribution	\$ 56,937,278	\$ 49,990,000	\$ (6,947,277)

** Adjusted from the December 31, 2006 valuation for the passage of time.*

The figures shown above are based on the December 31, 2006 retiree health care actuarial valuation. Please remember that these changes, if adopted, would likely impact the December 31, 2008 valuations. These valuations are completed in the summer of 2009 and are based on member data and financial results as of December 31, 2008, neither of which is available to us at this time.

**MACOMB COUNTY EMPLOYEES RETIREMENT SYSTEM
PROPOSED BENEFIT CHANGES FOR GENERAL COUNTY MEMBERS
AS OF DECEMBER 31, 2007 (DECEMBER 31, 2006 FOR RETIREE
HEALTHCARE)**

Comments

Comment 1 — The calculations are based upon assumptions regarding future events, which may or may not materialize. They are also based upon present and proposed plan provisions that are outlined in the report. If you have reason to believe that the assumptions that were used are unreasonable, that the plan provisions are incorrectly described, that important plan provisions relevant to this proposal are not described, or that conditions have changed since the calculations were made, you should contact the authors of this report prior to relying on information in the report.

Comment 2 — If you have reason to believe that the information provided in this report is inaccurate, or is in any way incomplete, or if you need further information in order to make an informed decision on the subject matter of this report, please contact the authors of the report prior to making such decision.

Comment 3 — No statement in this report is intended to be interpreted as a recommendation in favor of the changes, or in opposition to them.

Comment 4 — In the event that more than one plan change is being considered, it is very important to remember that the results of separate actuarial valuations cannot generally be added together to produce a correct estimate of the combined effect of all of the changes. The total can be considerably greater than the sum of the parts due to the interaction of various plan provisions with each other, and with the assumptions that must be used.

Comment 5 — This report is intended to describe the financial effect of the proposed plan changes on the Retirement System and the Retiree Health Plan. Except as otherwise noted, potential effects on other benefit plans were not considered.

**PROPOSED BENEFIT CHANGES FOR GENERAL COUNTY MEMBERS OF THE
MACOMB COUNTY EMPLOYEES RETIREMENT SYSTEM
AS OF DECEMBER 31, 2007 (DECEMBER 31, 2006 FOR THE RETIREE
HEALTH CARE PLAN)**

Comments (Continued)

Comment 6 — The proposed benefit changes vary the eligibility conditions for retirement. We believe that increasing the minimum retirement age to 55 for eligibility will change the pattern of retirement. Because there is no recent demographic experience for the General County group, if the new retirement conditions are adopted, the retirement rates shown below were selected based on our general experience with retirement systems. Note that if future experience is different from these assumptions the cost of the proposed changes would be different than what is shown in this report. The probabilities of retirement were adjusted as follows:

Retirement Ages	Percent of Active Members Retiring within One Year
55	10 %
56	10
57	10
58	10
59	20
60	20
61	20
62	25
63	25
64	25
65	25
66	25
67	25
68	25
69	25
70	100

**PROPOSED BENEFIT CHANGES FOR GENERAL COUNTY MEMBERS OF THE
MACOMB COUNTY EMPLOYEES RETIREMENT SYSTEM
AS OF DECEMBER 31, 2007 (DECEMBER 31, 2006 FOR THE RETIREE
HEALTH CARE PLAN)**

Comments (Concluded)

Comment 7 — The reader of this report should keep in mind that actuarial calculations are mathematical estimates based on current data and assumptions about future events (which may or may not materialize). Please note that actuarial calculations can and do vary from one valuation year to the next, sometimes significantly if the group valued is very small (less than 30 lives). As a result, the cost impact of a benefit change may fluctuate over time, as the demographics of the group changes.

Comment 8 — Under the proposed benefits, the normal cost and the present value of future normal costs is based on the benefit levels available to members hired after January 1, 2002. The present value of future benefits is based on the benefit levels available to each member. The actuarial accrued liability is the difference between the present value of future benefits and the present value of future normal costs. This type of funding method is usually used when there are tiered benefits. This method produces a more level pattern of future employer contributions.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO see below*

INTRODUCED BY: from the floor

***At the 2-5-09 Public Services Committee meeting, the following action was taken:**

MOTION

A motion was made by Bruley, supported by Carabelli, to approve the following personnel requests from the Director of the Veterans Services Department: three Counselor positions and one Paralegal position and forward to the Personnel Committee. **The Motion Carried.**

COMMITTEE/MEETING DATE

Public Services 2-5-09

The Veterans Services Department was permitted to place a millage request on the Nov ballot of .04 mils for a 5 year period to fund its operations. The request was overwhelmingly approved by the county electorate and the funds are being collected through the county tax process.

The key point in the request was an increase in manning to service the increasing veteran population of the county. We are currently 50% staffed in our veterans services officers (counselors). Due to this shortage there is currently a wait of over two months for an appointment, and the wait time is growing. As a result, county veterans as well as our office staff are frustrated in their efforts to obtain rightful benefits in a timely manner.

The Veterans Services Department has put forth plans to the Public Services Committee to hire 3 veterans services officers (counselors) and 1 paralegal to meet our immediate needs. These plans were approved and at their direction are forwarded to the Personnel Committee.

Kermit E. Harris
Director, Veterans Services

**VETERANS SERVICES
NEW BUDGET FOR POSITIONS
FOR THE BUDGET YEAR 2009**

<u>POSITION:</u>	<u>SALARY BUDGET</u>	<u>FRINGE BUDGET</u>	<u>TOTAL</u>	<u>BUDGET</u>	<u>PROPOSED FRINGES</u>	<u>TOTAL</u>
DIRECTOR	55,869	32,408	88,277	55,869	32,408	88,277
COUNSELOR II	40,773	27,557	68,330	10,193	6,889	17,082
COUNSELOR	38,809	26,926	65,735	38,809	26,926	65,735
COUNSELOR				29,107	20,195	49,301
COUNSELOR				29,107	20,195	49,301
COUNSELOR				29,107	20,195	49,301
PARALEGAL				29,285	20,252	49,537
SECRETARY	33,335	25,168	58,503	33,335	25,168	58,503
TYPIST CLERK I/II	28,099	23,485	51,584	28,099	23,485	51,584
TYPIST CLERK I/II	28,099	23,485	51,584	28,099	23,485	51,584
COLA	2,450	787	3,237	2,450	787	3,237
			<hr/> 387,251			<hr/> 533,444

MACOMB COUNTY MICHIGAN

2009 BUDGET SUMMARY

FUND 295 - VETERAN'S SERVICES FUND
 ORG 68110 - VETERANS AFFAIRS

ACCOUNT NAME	FUND 101 2007 ACTUAL	2008 CURRENT BUDGET	ACTUAL YTD 09/30/08	2009 BUDGET RECOMMEND
TOTAL PERSONNEL EXPENSES	342,856	276,465	182,720	533,444
PER DIEMS	1,890	2,500	2,058	4,000
OFFICE SUPPLIES	2,156	2,900	2,473	3,600
BOOKS & PUBLICATIONS	0	100	0	200
POSTAGE & DELIVERY	1,979	2,200	1,343	2,200
MEMBERSHIP DUES	210	200	55	400
BURIAL EXPENSES	220,052	198,000	92,595	165,000
LOCAL TRAVEL	412	1,400	782	2,800
PRINTING & REPRODUCTION	514	450	224	650
ADVERTISING	0	600	0	1,200
CELL PHONES/AIRCARDS	0	0	0	788
EQUIPMENT REPAIR & MAINT	1,037	755	704	755
APPROPRIATIONS-NON CLASSIFIED	0	0	0	319,245
APPROPRIATIONS	1,855	20,500	10,580	0
SPECIAL NEEDS	0	0	0	20,500
TOTAL OPERATING EXPENSES	230,105	229,605	110,814	521,338
INSURANCE	2,501	3,301	2,476	3,207
TELEPHONE	5,016	5,003	3,752	4,204
EQUIPMENT RENTAL	998	998	748	998
MIS-COMPUTER MAINTENANCE	781	642	481	586
MIS-DATA CENTER SERVICES	9,792	9,876	7,369	10,518
COST ALLOCATION	0	0	0	210,000
TOTAL INTERNAL SVCS COSTS	19,088	19,820	14,827	229,513
CAPITAL EQUIPMENT-COMPUTERS	0	0	0	6,000
NON CAPITAL-FLAG CASES	7,108	7,200	7,073	7,200
TOTAL CAPITAL OUTLAY	7,108	7,200	7,073	13,200
TOTAL ORGANIZATION	599,157	533,090	315,434	1,297,495

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the American Federation of State, County and Municipal Employees (AFSCME) from January 1, 2008 to December 31, 2010 (Actual tentative agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

AFSCME represents approximately 740 positions in various County Departments, 42nd District Courts and MCCSA (Headstart).

The Parties began negotiations in December, 2007. The Employer and the Union bargaining teams reached a tentative settlement on January 21, 2009. The Union membership ratified this settlement on February 6, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 02-23-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receive benefits under the Macomb County Employee's Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- o Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- o Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- o 2.2% multiplier factor
- o Maximum pension shall not exceed 66% of an employee's FAC
- o Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Three (3) of those dock days utilized will be Presidents Day, Independence Day, and Columbus Day. The remaining three (3) dock days shall be requested and scheduled by the employee and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively.

If an employee fails to take or schedule the remaining three (3) dock days by the end of November, the balance of dock days will be scheduled and taken at the Employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.

10. The County and the Union agree that for the duration of this Agreement, the President of this Local Union shall be permitted to devote all of his/her County-paid time to various Union duties and responsibilities (until December 31, 2010).

11. The parties will continue negotiations for the 42nd District Court and Headstart Program Teachers regarding the remainder of each respective Labor Agreement for subsequent separate ratification.
12. During the course of negotiations, the Parties also reached agreement on various language changes.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with Teamsters
Local #214 representing Court Reporters from January 1, 2008 to December 31,
2010 (Actual tentative agreements are available for review in the Human Resources
Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

Teamsters Local 214-Court Reporters represents approximately 10 positions in the Circuit and Probate Court.

The Parties began negotiations in November, 2007. The Employer and the Union bargaining teams reached a tentative settlement on January 28, 2009. The Union membership ratified this settlement on February 6, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 02-23-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receive benefits under the Macomb County Employee's Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- o Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- o Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- o 2.2% multiplier factor
- o Maximum pension shall not exceed 66% of an employee's FAC
- o Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Three (3) of those dock days utilized will be Memorial Day, Independence Day, and Columbus Day. The remaining three (3) dock days shall be requested and scheduled by the employee and will have Judge approval prior to September 1 of each year, 2009 and 2010 respectively. If an employee fails to take or schedule the remaining three (3) dock days by the end of November, the balance of dock days will be scheduled and taken at the Judge's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.

10. During the course of negotiations, the Parties also reached agreement on various language changes.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the United
Auto Workers (UAW) Local 412 – Unit 39, Unit 49, Unit 55, Unit 75 and Unit
95 & Local 889 representing Animal Shelter, Specialized Offices and Community
Services Agency from January 1, 2008 to December 31, 2010 (Actual tentative
agreements are available for review in the Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

UAW Local 412 – Unit 39 represents approximately 25 positions, Unit 49 represents approximately 30 positions, Unit 55 represents approximately 2 positions, Unit 75 represents approximately 90 positions and Unit 95 represents approximately 3 positions.

UAW Local 889-Animal Shelter represents approximately 10 positions, Specialized Offices represents approximately 75 positions and Community Services Agency represents approximately 140 positions.

The Parties began negotiations with Local 889 in April, 2007 and Locals 889 & 412 in January, 2008. The Employer and the Union bargaining teams reached a tentative settlement on January 21, 2009. The above Union membership ratified this settlement on February 12, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 02-23-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receive benefits under the Macomb County Employee's Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Three (3) of those dock days utilized will be Presidents Day, Independence Day, and Columbus Day. The remaining three (3) dock days shall be requested and scheduled by the employee and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively.

If an employee fails to take or schedule the remaining three (3) dock days by the end of November, the balance of dock days will be scheduled and taken at the Employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. The Parties will continue negotiations regarding the remainder of each respective Labor agreement for subsequent separate ratification.

12d.

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO Recommend ratification of a three (3) year Labor Agreement with the Macomb
County Senior Service Employees Association (TPOAM) from January 1, 2008 to
December 31, 2010 (Actual tentative agreements are available for review in the
Human Resources Department)

INTRODUCED BY: Commissioner Robert Mijac, Chairperson
Personnel Committee

The Parties have reached a settlement on a three (3) year Labor Agreement. The Agreement will run from January 1, 2008 to December 31, 2010.

TPOAM represents approximately 12 positions in the Senior Services Department.

The Parties began negotiations in December, 2007. The Employer and the Union bargaining teams reached a tentative settlement on February 10, 2009. The Union membership ratified this settlement on February 13, 2009.

It is now recommended that the Board of Commissioners also ratify the Agreement.

A summary of the settlement is as follows:

1. Duration: Three (3) years (January 1, 2008 to December 31, 2010)
2. Wages:

2008:	0%
2009:	0%
2010:	0%*

* Wage re-opener upon Union request. For the year 2010, upon the union's request, negotiations regarding dock days, health insurance benefits and longevity payments may be reopened.

COMMITTEE/MEETING DATE

Personnel 02-23-09

3. Insurance Benefits:

- A. Elimination of BCBS Traditional for employees and future retirees.
- B. Benefit plan design changes as agreed to by the parties.
- C. Employees who have spouses actively employed by the County will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
- D. The County and the Union agree to initiate a Request For Proposal (RFP) for medical, dental and optical insurance as authorized by the Full Board on September 25, 2008. Union Representatives will have the opportunity to have input and make suggestions during the preparation of the RFP. All final decisions regarding the content of the RFP rest with the Employer. All information received during the process will be shared with Union Representatives.

All negotiated health care savings from the RFP to be equally shared. The amount of savings will be determined by the Union and the Employer.

- E. For all employees hired on or after ratification, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receive benefits under the Macomb County Employee's Retirement Ordinance.
- F. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

4. Retirement

- A. Any Employee hired on or before December 31, 2001 or who is vested as of the date of ratification by the Board of Commissioners, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for Employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- 2.2% multiplier factor
- Maximum pension shall not exceed 66% of an employee's FAC
- Employee contribution reduced to 2.5%

5. Dock Days

The County and the Union agree for the years 2009 and 2010, each employee shall be docked six (6) working days without pay per calendar year. Three (3) of those dock days utilized will be Memorial Day, Independence Day, and Columbus Day. The remaining three (3) dock days shall be requested and scheduled by the employee and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively.

If an employee fails to take or schedule the remaining three (3) dock days by the end of November, the balance of dock days will be scheduled and taken at the Employer's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

This letter of Agreement will expire on December 31, 2010.

6. Longevity

The County and the Union agree to cancel Longevity payments for all eligible employees and DROP participants for the year 2009 and 2010.

This Letter of Agreement will expire on December 31, 2010.

7. The Parties agree that the Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents. The Parties shall negotiate regarding the value of this modification and modification 3.C. of this summary, on a County-wide basis. Any agreed upon and implemented savings on a County-wide basis will be applied in the form of reduced dock days.

8. Effective January 1, 2009, the County and the Union agree that the effective date of any reduction and/or layoff will not be before July 1, 2009.

Any employee laid off after December 15, 2008 and/or during the period of this contract will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff. This excludes any employee who elects retirement instead of layoff. The employee will be given the option of continuing COBRA coverage at their own expense at the termination of the two months of employer-paid COBRA coverage.

9. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.

10. During the course of negotiations, the Parties also reached agreement on various language changes.

RECYCLABLE PAPER

RESOLUTION NO. _____

FULL BOARD MEETING DATE: _____

AGENDA ITEM: _____

MACOMB COUNTY, MICHIGAN

RESOLUTION TO _____ Recommend the following changes for all Non-Union Employees, effective
_____ March 1, 2009

INTRODUCED BY: _____ Commissioner Robert Mijac, Chairperson
_____ Personnel Committee

It is recommended that the Board of Commissioners approve the following changes for all Non-Union Employees effective March 1, 2009.

1. Insurance Benefits:
 - A. Elimination of BCBS Traditional for employees and future retirees.
 - B. Benefit Plan design changes as defined in the attached document.
 - C. Employees who have spouses actively employed by the Employer will be entitled to one insurance plan for both employees and all dependants. The spouse will not be entitled to the insurance bonus.
 - D. For all employees hired on or after March 1, 2009, the Employer will provide fully paid Blue Cross Blue Shield Preferred Provider Organization (PPO) coverage or its substantial equivalence for the employee's spouse, after twenty (20) years of service with the Employer, for the employee who leaves employment because of retirement and is eligible for and receive benefits under the Macomb County Employee's Retirement Ordinance.
 - E. Any regular employee laid off and subsequently returned to work, will be eligible for employer-paid insurance coverage as soon as administratively possible after the date of his/her return to work.

COMMITTEE/MEETING DATE

Personnel _____ 02-23-09

2. Retirement

- A. Any employee hired on or before December 31, 2001 or who is vested as of February 26, 2009, will retain the current Defined Benefit Plan.
- B. Elimination of all retirement changes attached to rule of 70 modifications for employees hired on or after January 1, 2002.

Employees will revert to a Defined Benefit Plan as follows:

- o Retirement eligibility is age 55 with 25 years of service or age 60 with 8 or more years of service
- o Final Average Compensation period-highest 5 consecutive years of last 10 years of service
- o 2.2% multiplier factor
- o Maximum pension shall not exceed 66% of an employee's FAC
- o Employee contribution reduced to 2.5%

3. Dock Days

For the years 2009 and 2010, each Non-Union employee shall be docked six (6) working days without pay per calendar year. Three (3) of those dock days utilized will be Memorial Day, Independence Day, and Columbus Day. The remaining three (3) dock days shall be requested and scheduled by the employee and will have Department Head approval prior to September 1 of each year, 2009 and 2010 respectively. If an employee fails to take or schedule the remaining three (3) dock days by the end of November, the balance of dock days will be scheduled and taken at the Department Head's discretion prior to December 30th of each year. Dock days will not adversely impact an employee's seniority, time off accruals, discipline, holiday pay or health care benefits. The effect, if any, of the dock days on an employee's retirement benefits, will be as defined in the Macomb County Retirement Ordinance.

4. Longevity

Longevity payments will be canceled for all eligible Non-Union employees and DROP participants for the year 2009 and 2010.

- 5. The Employer will attempt to separate out the Family Continuation Rider in Health Alliance Plan and Blue Care Network for separately paid coverage for those employees eligible for coverage with eligible dependents.
- 6. Any Non-Union employee laid off in 2009 or 2010, will be eligible for employer-paid COBRA insurance coverage for the first two full months following the effective date of their layoff.
- 7. Employees may utilize up to fifteen (15) days of family sick time from their earned sick leave bank for the illness of his/her immediate family who requires personal care and attention.

Community BlueSM PPO Plan 6

Benefits-at-a-Glance – Macomb County Proposal 2008



This is intended as an easy-to-read summary. **It is not a contract.** Additional limitations and exclusions may apply to covered services. For a complete description of benefits, please see the applicable Blue Cross Blue Shield of Michigan certificates and riders. Payment amounts are based on the Blue Cross Blue Shield of Michigan approved amount, less any applicable deductible and/or copay amounts required by your plan. This coverage is provided pursuant to a contract entered into in the state of Michigan and will be construed under the jurisdiction of and according to the laws of the state of Michigan.

In-network

Out-of-network

Deductible, copays and dollar maximums

Note: Services from a provider for which there is no PPO network and services from a non-network provider in a geographic area of Michigan deemed a "low access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge.

Deductible	\$250 for one member, \$500 for the family per calendar year Note: Deductible waived if service is performed in a PPO physician's office.	\$500 for one member, \$1,000 for the family per calendar year Note: Out-of-network deductible amounts also apply toward the in-network deductible.
Copays		
• Fixed dollar copays	\$20 for office visits and \$100 for emergency room visits	\$100 for emergency room visits
• Percent copays	10% for general services, waived if service is performed in a PPO physician's office , and 50% for mental health care, substance abuse treatment and private duty nursing	20% for general services and 50% for mental health care, substance abuse treatment and private duty nursing
Copay dollar maximums		
• Fixed dollar copays	None	None
• Percent copays – excludes mental health care, substance abuse treatment and private duty nursing copays	\$1,000 for one member, \$2,000 for two or more members per calendar year	\$2,000 for one member, \$4,000 for two or more members per calendar year Note: Out-of-network copays also apply toward the in-network maximum.
Dollar maximums	\$1 million lifetime per covered specified human organ transplant type and a separate \$5 million lifetime per member for all other covered services and as noted for individual services	

Preventive care services – *Payment for preventive services is limited to a combined maximum of \$500 per member per calendar year.

Health maintenance exam – includes chest x-ray, EKG and select lab procedures	Covered – 100%*, one per calendar year	Not covered
Gynecological exam	Covered – 100%*, one per calendar year	Not covered
Pap smear screening – laboratory and pathology services	Covered – 100%*, one per calendar year	Not covered
Well-baby and child care	Covered – 100%* • 6 visits, birth through 12 months • 6 visits, 13 months through 23 months • 2 visits, 24 months through 35 months • 2 visits, 36 months through 47 months • 1 visit per birth year, 48 months through age 15	Not covered
Childhood immunizations as recommended by the Advisory Committee on Immunizations Practices and the American Academy of Pediatrics	Covered – 100%*	Not covered
Fecal occult blood screening	Covered – 100%*, one per calendar year	Not covered
Flexible sigmoidoscopy exam	Covered – 100%*, one per calendar year	Not covered
Prostate specific antigen (PSA) screening	Covered – 100%*, one per calendar year	Not covered

Mammography

Mammography screening	Covered – 90% after deductible	Covered – 80% after deductible
	One per calendar year, no age restrictions	

Blue Cross Blue Shield of Michigan is a nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association.

bcbsm.com



In-network

Out-of-network

Physician office services

Office visits	Covered – \$20 copay	Covered – 80% after deductible, must be medically necessary
Outpatient and home medical care visits	Covered – 90% after deductible	Covered – 80% after deductible, must be medically necessary
Office consultations	Covered – \$20 copay	Covered – 80% after deductible, must be medically necessary
Urgent care visits	Covered – \$20 copay	Covered – 80% after deductible, must be medically necessary

Emergency medical care

Hospital emergency room	Covered – \$100 copay, waived if admitted or for an accidental injury	Covered – \$100 copay, waived if admitted or for an accidental injury
Ambulance services – medically necessary	Covered – 90% after deductible	Covered – 90% after deductible

Diagnostic services

Laboratory and pathology services	Covered – 90% after deductible	Covered – 80% after deductible
Diagnostic tests and x-rays	Covered – 90% after deductible	Covered – 80% after deductible
Therapeutic radiology	Covered – 90% after deductible	Covered – 80% after deductible

Maternity services provided by a physician

Prenatal and postnatal care	Covered – 100%	Covered – 80% after deductible
	Includes care provided by a certified nurse midwife	
Delivery and nursery care	Covered – 90% after deductible	Covered – 80% after deductible
	Includes delivery provided by a certified nurse midwife	

Hospital care

Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies Note: Nonemergency services must be rendered in a participating hospital.	Covered – 90% after deductible	Covered – 80% after deductible
	Unlimited days	
Inpatient consultations	Covered – 90% after deductible	Covered – 80% after deductible
Chemotherapy	Covered – 90% after deductible	Covered – 80% after deductible

Alternatives to hospital care

Skilled nursing care	Covered – 90% after deductible	Covered – 90% after deductible
	Up to 120 days per calendar year	
Hospice care	Covered – 100%	Covered – 100%
	Limited to dollar maximum that is reviewed and adjusted periodically	
Home health care – medically necessary	Covered – 90% after deductible	Covered – 90% after deductible
Home infusion therapy – medically necessary	Covered – 90% after deductible	Covered – 90% after deductible

Surgical services

Surgery – includes related surgical services	Covered – 90% after deductible	Covered – 80% after deductible
Presurgical consultations	Covered – 100%	Covered – 80% after deductible
Colonoscopy	Covered – 90% after deductible	Covered – 80% after deductible
Voluntary sterilization	Covered – 90% after deductible	Covered – 80% after deductible

Human organ transplants

Specified human organ transplants – in designated facilities only, when coordinated through the BCBSM Human Organ Transplant Program (800-242-3504)	Covered – 100%	Covered – in designated facilities only
	Limited to \$1 million lifetime maximum per member per transplant type for transplant procedure(s) and related professional, hospital and pharmacy services	
Bone marrow – when coordinated through the BCBSM Human Organ Transplant Program (800-242-3504)	Covered – 90% after deductible	Covered – 80% after deductible
Specified oncology clinical trials	Covered – 90% after deductible	Covered – 80% after deductible
Kidney, cornea and skin	Covered – 90% after deductible	Covered – 80% after deductible

**In-network****Out-of-network****Mental health care and substance abuse treatment**

Inpatient mental health care	Covered – 50% after deductible	Covered – 50% after deductible
	Unlimited days	
Inpatient substance abuse treatment	Covered – 50% after deductible	Covered – 50% after deductible
	Unlimited days, up to \$15,000 annual, \$30,000 lifetime maximum	
Outpatient mental health care		
• Facility and clinic	Covered – 50% after deductible	Covered – 50% after deductible
• Physician's office	Covered – 50%	Covered – 50% after deductible
Outpatient substance abuse treatment – in approved facilities	Covered – 50% after deductible	Covered – 50% after deductible
	Up to the state-dollar amount that is adjusted annually	

Other covered services

Outpatient Diabetes Management Program (ODMP)	Covered – 90% after deductible	Covered – 80% after deductible
Allergy testing and therapy	Covered – 100%	Covered – 80% after deductible
Chiropractic spinal manipulation	Covered – 100%	Covered – 80% after deductible
	Up to 24 visits per calendar year	
Outpatient physical, speech and occupational therapy	Covered – 90% after deductible	Covered – 80% after deductible
	Limited to a combined maximum of 60 visits per member per calendar year	
Durable medical equipment	Covered – 90% after deductible	Covered – 90% after deductible
Prosthetic and orthotic appliances	Covered – 90% after deductible	Covered – 90% after deductible
Private duty nursing	Covered – 50% after deductible	Covered – 50% after deductible
Prescription drugs	Not covered	Not covered

Optional riders

Percent copays – excludes mental health care, substance abuse treatment and private duty nursing copays	MOD: \$400 for one member, \$750 for two or more members per calendar year
Preventive care services – *Payment for preventive services is limited to a combined maximum of \$500 per member per calendar year	MOD: Payment for preventive services is limited to a combined maximum of \$750 per member per calendar year
Mammography screening	MOD: Covered – 100% after deductible
Allergy testing and therapy	MOD: Covered – 100% after \$10 co-pay
Chiropractic spinal manipulation	MOD: Covered – 100% after \$10 co-pay
Prescription drugs	MOD: \$5 Generic / \$25 Formulary / \$50 Non-Formulary
Prescription drugs – Mail Order	MOD: 2 times retail \$10 Generic / \$50 Formulary / \$100 Non-Formulary
Contraceptive Injections	CI
Prescription Contraceptive Devices	PCD
Prescription Contraceptives Medications	PD-CM
Exclusion of benefit for voluntary abortion	XVA

2008 County of Macomb Plan Option as modified below (HAP)

Benefit	
Office Visit Primary Physician	\$10
Office Visit Specialist	\$20
Emergency Room Care	\$150
Urgent Care Visit	\$30
Prescription Drugs	
Generic	\$5
Formulary	\$15
Non-formulary	\$25
Mail-Order	2 X above co-pay

2008 County of Macomb Plan Option as modified below (BCN)

Benefit	
Office Visit Primary Physician	\$10
Office Visit Specialist	\$20
Emergency Room Care	\$150
Urgent Care Visit	\$30
Prescription Drugs	
Generic	\$5
Formulary	\$15
Non-formulary	\$25
Mail-Order	2 X above co-pay